# Governor Expenses Policy

## Statutory Policy
## Review: Annually
## Next Review Date: June 2027

| Role | Name |
|---|---|
| Headteacher | Caroline Rodgers |
| Chair of Governors | Linda Mosley |
| Designated Governor | |
| Designated Senior Lead | Caroline Rodgers |

## 1. <u>Introduction</u>

This policy applies equally to all Governors (or associate members of the governing body) who are members of committees and details which expenses are payable for attendance at 'Approved Duties'. However, it is always open to any individual to choose whether or not to claim, irrespective of the School's approved policy.

**1.1** The expenses which may be claimed are summarised below:-

- ✓ Travel expenses;
- ✓ Subsistence expenses;
- ✓ Childcare and baby-sitting expenses;
- ✓ Governor assistance;
- ✓ Miscellaneous expenses etc.

All claims submitted for payment must be supported by a valid receipt.

### 1.2 Approved Duties

The following is a list of activities that the Governing Board have deemed as "Approved Duty" for the purpose of claiming expenses under this policy:

- ✓ Properly convened full Governing Board meetings
- ✓ Properly convened Committee meetings of the Governing Board
- ✓ Other duties designated by the Governing Board, e.g. acting as a member of a panel approved by the Governing Board for long/short listing/interviewing candidates for a staff appointment etc.
- ✓ Attendance at a meeting or conference approved by the Governing Board
- ✓ Governors' formal visits to the school will qualify.

It should be noted that casual visits to the School by any Governor will not qualify for payment under this policy.

### Allowable Expenses

Governors may only claim expenses in respect of actual expenditure incurred whilst attending meetings of the Governing Board and its Committees, undertaking Governor development and otherwise acting on behalf of the Governing Board.

Governors' expenses are not subject to tax as long as only actual expenditure is reimbursed and a valid receipt has been attached to the claim form.

### Expenses not allowed

1. Governors cannot claim ‘attendance allowances’ i.e. payment for actually attending Governing Board meetings;
2. Governors may not be reimbursed for loss of earnings;

## 2. <u>Travel Expenses</u>

Where the return journey from home to school, by the shortest practicable route, exceeds 5 miles travelling expenses for the **excess** mileage will be payable at the approved teachers mileage rate determined by the LA. The Head Teacher and any Governor employed at the School will not be eligible to claim unless returning to the School having travelled home prior to attending the approved duty. For journeys outside of the County, payments will only be made for specific duties which have prior approval by the Governing Board. The costs of travel by car should be checked against other forms of public transport including rail travel prior to the journey being made.

All payments are on the basis that the journey was actually undertaken and expenditure necessarily incurred. Wherever possible Governors should coordinate travel arrangements to minimise the costs to the School. If Governors share transport, only the driver is eligible to claim for the journey. Governors may claim:-

- ✓ the approved teachers mileage rate
- ✓ the approved teachers motor cycle or moped rate
- ✓ the approved teachers cycle rate
- ✓ the actual cost of standard rate public transport including bus and train fares (cheap rate fares should be used where they are available)
- ✓ the actual cost of car parking
- ✓ congestion charges
- ✓ taxi fares (in exceptional circumstances i.e. no other transport options available and attendance essential).

Governors claiming mileage must hold a current full driving licence. All vehicles used on School business must be taxed, have a valid MOT certificate (if older than 3 years) and current insurance policy. The insurance policy must include cover for business use and indemnify the School against all third party claims (including those concerning passengers) when the vehicle is used on official business. If the insurance covers ‘social, domestic and pleasure only’ the whole policy will be invalid if the vehicle is used for School business. The school office will need to see the original documents referred to above, prior to any claim being paid. In line with current health and safety requirements annual reviews of driving licence checks will be required.

Mileage claimable must be calculated on the basis of the shortest, most practical route for the journey. Where it is reasonable to use public transport then Governors will be expected to do so.

Under no circumstances will the School reimburse car parking fines, speeding tickets, damage to a vehicle whilst on official duties or the costs associated with any offences under the Road Traffic Acts.

Governors should only travel by air if it results in an overall saving to the School through reduced travel and subsistence costs. All journeys must be approved in advance by the Governing Board.

## 3. Subsistence Expenses

Under normal circumstances no expenses will be provided for subsistence. However, if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the School, reimbursement will be made for the food/drink items bought on the day claimed up to the amounts detailed below:-

| Period of Attendance | Maximum Claim Limit |
|---|---|
| **Breakfast Allowance for a duty of more than 4 hours concluding before 12 noon.** | £7.50 |
| **Lunch Allowance for a duty of more than 4 hours concluding after 12 noon** | £10.00 |
| **Dinner Allowance for a duty of more than 4 hours concluding after 6 p.m.** | £15.00 |
| **(Receipts must be submitted to support all claims)** | |

***Under no circumstances will the School reimburse payments in relation to the purchase of alcoholic beverages or permit claims where a free meal has been provided as part of the official duty.***

**The limitations on reimbursement are:**

- Attendance of more than 4 but less than 8 hours, the cost of 1 main meal.
- Attendance of 8 hours or more but less than 12 hours, the cost of 2 main meals.
- Attendance of 12 hours or more, the cost of 3 main meals.

## 4. Childcare and Baby-Sitting Allowances

Governors may claim an allowance for childcare costs incurred on approved duties. The allowance will be the actual expenses incurred or a maximum of £10 per hour for each child.

The Governing Board will pay up to £100 per annum for this category of expense.

## 5. Governor Assistance Allowances

Governors may claim an allowance for costs relating to additional needs incurred on approved duties. These may include:-

- ✓ Support for the cost of a signer;
- ✓ Audio equipment;
- ✓ Braille transcription;
- ✓ Translation of documents.

The Governing Board will pay up to £100 per annum for this category of expense.

## 6. Miscellaneous Allowances

Governors may claim reasonable expenses for the following costs incurred in carrying out their approved duties:-

- ✓ Photocopying or printing; PC ink cartridges;
- ✓ Stationery including paper;
- ✓ Postage.

The Governing Board will pay up to £25 per annum of this category of expense.

## 7. Payment of Expenses

Expense claims will only be paid if submitted on the approved form attached at Appendix 1 to this Policy. Unless substantial sums are involved, Governors should claim termly in arrears and claim forms must be submitted to the Chair of Governors for review and approval. The Vice Chair will authorise payments in respect of any claims made by the Chair of Governors.

The Chair of Governors, Head Teacher and School Business Manager have the right to ask for additional evidence to support any expense claims made under this Policy. The School Business Manager will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes. Governors' expenses are subject to the County Council's internal and external auditing arrangements and this Policy must be complied with in all cases.

All claims must be supported by a valid receipt, e.g. bus ticket, phone bill, till receipt, child care receipt etc. All receipts which contain VAT must be retained by the School in accordance with current VAT legislation *(i.e. VAT receipts for fuel used on work journeys must be held for six years plus the current year)* and be available for inspection by Audit or HM Revenue and Customs. In the case of telephone calls, an itemised phone bill must be provided identifying the relevant calls where a claim is being made. ***Claims outstanding for more than six months will not be accepted.***

To make payment, the Governor will need to be set up as a vendor on the School's finance system – SAP. Information will be required to complete this process including bank details. A form for this process is available from the School Administration Office.

**In the event of inappropriate or potentially fraudulent expense claims being submitted to the School these must be immediately referred to the Chair of Governors and the County Council's Assistant Director of Finance (Audit) who will consult with the School's legal and HR support staff as appropriate.**

## 8. Publication of Expenses

In the interests of openness and transparency the School will publish details of all allowances and expenses paid to governors on its public website.

## 9. Policy Review

This policy will be reviewed annually and following any changes in relevant legislation.

School Logo/Name

# Governors' Expenses Policy

**Appendix 1**

## Governors' Claim Form

| **Name:** | | **Period of Claim** |
|---|---|---|
| **Address:** | **Vehicle Details** | **Vendor No:** |
| **Minute Number(s) if applicable:** | | |

**I certify that the expenditure detailed overleaf was actually and necessarily incurred in connection with my duties as a Governor of ___________________ School. Relevant receipts are attached to support my claim for reimbursement of expenses. Where mileage expenses are claimed I confirm that a motor vehicle policy is in place covering me to use the vehicle stated for business purposes which indemnifies the School against third party claims.**

**Signed** ______________________________________ **Date** __________________________

**I confirm that I have checked and approved the expenses claimed overleaf.**

**Signed (Chair of Governors)** ______________________________________ **Date** __________________________

School Logo/Name

# Governors' Expenses Policy

## Appendix 1

| Date | TIMES | | Starting Point | Destination | Finishing Point | Reason for Attendance | Number of Miles Claimed | Mileage Amount Claimed £ | Type of Expense e.g. Child Care | Expenses Amount Claimed £ | Total Amount Claimed £ |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Depart | Return | | | | | | | | | |
| *e.g.31/7/14* | *5.30* | *21.00* | *Home* | *Queen Elizabeth Conf Centre* | *Home* | *London Conference* | *6* | *2.40* | *Train Fare/ Breakfast/Lunch/Dinner* | *98.00* | *100.40* |
| *e.g.01/10/14* | *18.00* | *21.00* | *Home* | *School* | *Home* | *Governors meeting* | *22* | *8.80* | *Child Care* | *20.00* | *28.80* |
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