

Roberttown CE (vc) J&I School policy for the payment of expenses and allowances for governors and associate members

Introduction

Governors give their time generously for the benefit of the school. So that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Governing Body formally agreed the following policy on paying governors' expenses.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

Paying Allowances

Examples of when a claim may be made for incurred expenses are given below, but it is for each governing body to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed. Governing bodies may, for example, wish to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

- **Child care or babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

- **Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for child care.

- **Support for governors with special needs (eg audio equipment for the sight impaired)**

A school may incur some costs and/or put arrangements in place to support governors with any special needs.

- **Telephone charges, photocopying, stationery, etc**

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

- **Travel and subsistence**

Mileage may be claimed for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate of 45p per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £20/day. (up to £5/meal- breakfast/lunch, £10 evening meal- based on Inland Revenue Benchmark rates.)

Key features of this policy

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.
- Governors cannot claim an allowance for attendance at meetings.
- Governors cannot claim expenses for loss of earnings.
- Governors may be reimbursed for expenses, including child care costs, incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:

1. Governors can only claim expenses for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.

2. It is the responsibility of governors to decide for themselves whether or not to claim.

3. The method of claiming expenses will ensure that governors are able to claim without embarrassment.

4. Existing Governors (and new governors at their first meeting) will be given a copy of this policy. The policy will also be made available on request to any prospective governor.

5. The policy will be reviewed annually by the Resources Committee and any changes agreed by the full Governing Body.

1. Travel expenses

Public Transport – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

Car - mileage allowances recommended by HMRC. The current rate is 45p/mile.

Taxi – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

2. Childcare or dependent relative care expenses

Subject to an agreed maximum per family per session and on production of a receipt to prove that expenditure has taken place. The maximum per session for 2017-18 is £25 for a half day course and £42 for a full day course.

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.

Reimbursement cannot be made for informal arrangements with family members.

3. Support for governors with any special needs

The school will consider making any reasonable adjustments for a governor(s) with any special needs this will be agreed on an individual basis.

4. Clerical expenses (stamps, envelopes, photocopying etc.)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipt)

Procedure for Claiming

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Resources Committee, who may in turn seek further guidance, should the need arise.

The Resources Committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The Headteacher or Finance Officer allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

The Resources Committee monitors expenditure.

The Governing Body of Roberttown CE (vc) School formally agrees the policy on paying governors' expenses.

Name of Chair.....

Signatory.....

Date.....

Roberttown CE (vc) J&I School Governor Expenses Claims Form

Name:	Date of Meeting/Training:
Address:	Signature of Chair/Trainer (please also print name)

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

	£	p
Child care/Babysitting expenses Please request registered childminder to sign and date: Name..... Signature..... Date.....		
Care arrangements for an elderly or dependent relative Please request registered carer to sign and date: Name..... Signature..... Date.....		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Signed.....

Date.....

This form should be submitted to: **The School Office** within two weeks of the date when the allowances were incurred.

Office Use:

I certify that I have seen the receipt/proof of expenditure and have reimbursed this claim accordingly.

..... (Head teacher- name/date/signature)

I certify that I have received £..... in respect of Governors' Expenses:

..... (Claiming Governor/Associate member – name/date/signature)