



Governor Expenses Policy

V.1

1. Introduction

The School Governance (Roles, Procedures and Allowances (England)) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

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.

Expenses which may be claimed

- Travel expenses;
- Childcare and dependent relatives;
- Miscellaneous expenses etc.

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

Approved Duties

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

- Properly convened full Governing Body meetings
- Properly convened Committee meetings of the Governing Body
- Other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment etc.
- Attendance at a meeting, training or conference approved by the Governing Body

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 Body and its Committees, undertaking Governor development and otherwise acting on behalf of the Governing Body. 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

- Governors cannot claim 'attendance allowances' i.e. payment for actually attending Governing Body meetings
- Governors may not be reimbursed for loss of earnings

2. Travel Expenses

Travel expenses applies to any costs incurred when attending an activity behalf of the Governing Body.

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.

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

Car

The latest HMRC mileage allowances should be applied.

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.

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.

3. Childcare and dependent person allowance

Governors may claim an allowance for childcare costs incurred on approved duties. The allowance will be the actual expenses incurred and a receipt will be required from an approved carer. Governors cannot claim for care provided by family members.

4. 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 monthly 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 and Head Teacher have the right to ask for additional evidence to support any expense claims made under this Policy. The School office will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes.

- 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.

Appendix: Governors' Claim Form

King Edwin Primary & Nursery School

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 King Edwin Primary and Nursery School. Relevant receipts are attached to support my claim for reimbursement of expenses.

Signed _____ Date _____

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

Signed (Chair of Governors) _____ Date _____

King Edwin Primary & Nursery School



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
										Total	

