

School Governors' Expenses Policy



ST. NICHOLAS SCHOOL:  
**School Governors' Expenses Policy**

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## 1. Background

The DofE considers that school governors should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties. The allowances paid should relate only to actual costs incurred, apart from mileage costs where any payment should not exceed authorised Inland Revenue mileage allowances.

This ensures that governors are properly informed and equipped to carry out their role, which must be in the best interests of their pupils.

The payment of allowances is not a reward; it is recognition that being a school governor is not a cost-free exercise.

## 2. The Law

The Education (Governors' Allowances) (England) Regulations 2003 were laid before Parliament on 12 March 2003 and came into force on 1 September 2003. All governors submitting claims are responsible for compliance with this regulation.

## 3. Introduction

The St Nicholas Governing decided at a meeting held on 20th March 2013 that it would pay out of pocket expenses to members of the Governing Body. Accordingly, all St Nicholas Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all governors, but it is open to any individual to choose whether or not to claim

The cost of paying these allowances will be a charge on the school budget and the Governing Body Finance & Resources Committee will develop a suitable budget to be set aside.

This policy defines what will qualify for payment. All categories of governor are to be treated equally and the policy covers non-governors who are members of Governing Body Committees.

## 4. Aim

The aim of this policy is to ensure that elected members of the Governing Body do not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the Governing Body, and that a facility exists which enables the Governing Body to pay reasonable expenses from the school's budget to governors that have incurred them. This facility should be transparent, compliant with audit requirements and adhere to the principles of the Education (Governors' Allowances) Regulations 2003

## 5. Scope.

In summary, expenses can be claimed for:

- properly convened full Governing Body meetings
- properly convened Committee meetings of the Governing Body

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- 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.
- governors' formal visits to the school
- formal meetings attended by governors on behalf of the Governing Body where the attendance has been requested or approved by the Governing Body;
- other meetings, training or events requiring the attendance of governors on behalf of the School where the attendance has been requested or approved by the Governing Body;
- governor visits which have been otherwise pre- approved by the Governing Body

Eligible expenses include

- child care or babysitting expenses
- care arrangements for an elderly or dependent relative
- travel and subsistence
- training courses,
- others pre-agreed with Chair

The following are excluded

- telephone charges, photocopying, stationery etc.( the school will print e-mailed documents)
- attendance allowance
- loss of earnings.
- casual visits to the school
- where refreshments are provided free (i.e. when the governors do not contribute to the cost)

The Governing Body may vary these rates to meet their particular circumstances. Changes to the rates must be agreed at a full governing body meeting.

## 6. Travel Expenses

Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles and does not exceed 15 miles. The Headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.

For journeys outside KCC area, payments will only be made for specific duties which have prior approval by the Chair of the Governing Body.

All payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.

## 7. Childcare Or Babysitting

Governors may claim an allowance for childcare costs incurred on approved. Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the

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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 for his/her child (ren).

## 8. Care Arrangements for an Elderly or Dependent Relative

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

## 9. Subsistence Allowances

Subsistence allowances are not attendance allowances, the payment of which must be pre-authorized by the Chair

To qualify, an approved duty must exceed 4 hours and the governor must incur out of pocket expenses.

## 10. Telephone Charges, Photocopying, Stationery, Etc

Where a governor is absolutely unable to use the school's facilities for any of the above and time constraints are of the essence, a claim for reimbursement may be made. Receipted accounts must be kept where appropriate; in all cases a detailed written record should be made and submitted.

## 11. Other Allowances

The above list is not exhaustive and the Governing Body will take account of their individual needs. Claims for other allowances should be pre-authorized by the Chair of the Finance & Resources Committee.

## 12. Allowance Rates

Rates at which allowances are payable are as follows:

- Care Arrangements: The allowance will be the actual expenses incurred up to a maximum of £8 per hour.
- Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 40p per mile for cars and vans and 24p mile for motorcycles.
- For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £10 per journey.
- Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

## 13. Criteria for Claims

Governors wishing to make claims under these arrangements are required to seek the prior approval in principle of the Chair of the Finance & Resources Committee using a standard pro-forma. When approval has been obtained, a claim form is to be completed, attaching receipts

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where possible ( e.g. bus ticket, phone bill, taxi receipt, till receipt), and returned to the school addressed to the Chair of the Finance & Resources Committee within 4 weeks of the date the expenses were incurred.

Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

## 14. Payment

Any claim for expenses must be processed correctly and records kept.

Claims will be authorised by the Chair of Governors or Chair of the Finance & Resources Committee and submitted to the Business Manager for payment.

The policy and amounts payable will be reviewed on an annual basis by the Finance & Resources Committee.

All expense claims should be made in the same financial year as the expenses have been incurred and authorised by Chair, or other nominated governor.

## 15. Claim Forms

The attached format should be used for the submission of claims.

No governor should certify their own claim for expenses incurred.

Further copies of the relevant claim forms can be obtained by contacting the Clerk to the Governing Body.

The claimant should complete and sign the form and pass it to the nominated Finance & Resources governor.

The nominated governor is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- affirming that the claim seems reasonable
- certifying the claim and forwarding it for payment
- maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses
- monitoring claims against the budget and advising the Chair of any significant variance: especially shortfall!

## 16. Other Information

In the case of use of private vehicles and insurance documentation, governors are reminded that if they use their cars for the discharge of their duties, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

## 17. Budget Setting

The Chair of the Finance & Resources Committee will conduct an initial survey to establish the budget requirements in each category and present an annual budget request the Full Governing

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Body . This must be approved prior to the launch of the scheme. The budget is to be managed by the Finance & Resources Committee in accordance with all other school budgets.

## **18. Review**

This Policy is to reviewed whenever there is a change to the FGB or every three years, whichever happens first.

## **19. Authorisation**

Chair of the F&R Committee

Reviewed and agreed by the FGB - 20th June 2018

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## Annex A

### Governor Expense Claim

**Name:**

**Address:**

**Telephone Number:**

**e-mail address**

This section must be completed in full and where applicable receipts should be attached.

Period of Claim:

**From:**

**To:**

Actual Expenditure Incurred

Date	Details	Amount Claimed

**Please turn over**



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Calculations checked by \_\_\_\_\_

Authorised (Chair, Headteacher or nominated governor) \_\_\_\_\_

Signature of Certifying Officer \_\_\_\_\_

(Finance & Resources Committee)

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the Governing Body.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print \_\_\_\_\_

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