



Governing Body reviewed 05/10/16. Finance, Premises and Env. Committee approved 12/10/16

Policy for the payment of expenses and allowances for governors and associate members

The Walnuts School Governing Board

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 to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

This governing board believes that payment of out-of-pocket expenses is appropriate to ensure equality of access and opportunity to all members of the community wishing to serve as a governor.

The governing board acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings, or for loss or earnings). Any claim for expenses has to be met from the school's delegated budget.

This policy applies equally to all categories of governor, including associate members.

Types of allowable expenses

Examples of when a claim may be made for incurred expenses include the following:

Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor/associate member is attending meetings of the governing board or its committees or other agreed activities, such as training events.
- Appropriate proof of payment must 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.

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 distances exceeding five miles for the purpose of attendance at meetings of the governing board or its committees or other agreed activities.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Receipts will be required.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the level published by HM Revenue and Customs (HMRC) approved mileage rates, which are updated annually and can be found on the HMRC website.
- Claims for subsistence allowances, ie for meals that would not otherwise have been purchased, up to the value of £5.00 or car parking charges that would not otherwise have been incurred, which will be reimbursed against receipts.

Special needs

- Any extra costs incurred by governors/associate members in carrying out their duties because they have special needs. Receipts will be required or a detailed written record of expenses incurred kept and submitted.

Other allowable expenses

- The governing board of The Walnuts School acknowledges that there may be other occasions on which it might agree to reimburse justifiable expenses. Claims up to the value of £150 will be agreed by The Finance, Premises and Environment Committee.

Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form (Annex 1) and must be authorised by the Chair of Finance, Premises and Environment or Chair of Governors and submitted to School Business Manager for payment.

Claims are subject to independent audit, as is all school expenditure. If claims appear to be excessive or inconsistent the chair of governors may be required to supply further details.

Updated: September 2016

Review date: September 2019

Prepared by Leadership and Governance Services

Annex 1
The Walnuts School governing board
Expenses Claim Form

Name of governor/associate member

Date	Details of expenditure	Claim (£)
Total claim		£

I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that CASH had been received.

Signature (governor/associate member) Date

Headteacher/
Chair of Date

Reimbursed by: Date

FOR OFFICE USE ONLY

Cost Centre Ledger Code