

Governors' Expenses Policy Guidance Notes

1. Introduction

This guidance has been developed in accordance with 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'. These Regulations give Governing Bodies the discretion to pay allowances from the School's delegated budget to Governors for certain expenses which they incur in carrying out their duties. Primarily, only out of pocket expenses can be reimbursed, with no payments made for 'attendance allowance' or loss of earnings. The cost of paying these allowances will be a charge on the School budget and where a Governing Body decides to make such payments, a suitable budget provision will need to be set aside for this purpose. An extract from the 2013 Regulations is detailed below:-

Governors' allowances (Part 6)

30. *School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.*
31. *Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.*

Policy

The Governing Body must first decide whether, as a matter of policy, they wish to pay expenses. This decision should be made at a Governing Body meeting and minuted. An example of the content of the minutes is detailed below:-

The Governing Body of **Woodbridge Junior** decided at a meeting on **Jan 2020** that it **would** pay out of pocket expenses to members of the Governing Body.

The policy will be reviewed on **January 2020** by the Governing Body

If the Governing Body decides that expenses will not be paid, careful consideration should be given as to whether it is reasonable or not to expect a Governor to attend a meeting on behalf of the School out of the County. An example of which could be as part of a disciplinary process whereby the Chair of the disciplinary panel may have to give evidence at an Employment Tribunal Hearing and involve a significant journey and other costs, including car parking fees.

Where the Governing Body decides to pay expenses, they must define what will qualify for payment and this should be included in the policy. The policy must treat all categories of Governors equally and cover others who are members of committees but not Governors. The policy given below is a model which the Governing Body should adapt if required (subject the appropriate addition/ deletion of the areas outlined within the table under section 2 below.

When deciding whether to reimburse Governors expenses it is important to consider the equality of opportunity to serve as Governors for all members of the community.

2. Eligible Expenses

Decide which eligible expenses the Governing Body wishes to consider:-

- ✓ Travel allowances;
- ✓ Subsistence allowances;
- ✓ Childcare or baby-sitting allowances;
- ✓ Governor assistance allowances;
- ✓ Miscellaneous allowances.

Guidance details (below) on which parts of the policy require amendments/ updates if the School adopts the Governors Allowance Policy

Ref.	Area	Comment
1.2	Approved Duties	Amend the list of approved duties by adding and deleting as required. The Governing body should decide whether Governor's formal visits (i.e. on Governing Body business) should or should not qualify and amend accordingly.
2.	Travel Allowances	<i>Consider whether this section should be included or not and update accordingly.</i> Choose which of these items to include or remove. Amend rates as necessary, but ensure they do not exceed the Inland Revenue approved mileage rates.
3.	Subsistence Allowances	<i>Consider whether this section should be included or not and update accordingly.</i> Choose which of these items to include or remove. Amend rates as necessary. It is recommended to link the rates included within the policy to a recognised scheme i.e. the Derbyshire County Council's Member Allowance Scheme.

Ref.	Area	Comment
4.	Childcare and Baby-Sitting Allowances	Consider whether this section should be included or not and update accordingly. The governing body may also wish to consider any costs incurred by carers and insert an appropriate section
5.	Governor Assistance Allowances	<i>Consider whether this section should be included or not and update accordingly.</i> This category of allowance is intended to support and not hinder access to being a school governor by people with specific needs. There may be a need to add additional areas.
6.	Miscellaneous Allowance	<i>Consider whether this section should be included or not and update accordingly.</i> It may be appropriate to have a single amount which covers all items of expense within this area or individual totals.

3. Payment

Any claim for expenses must be completed in accordance with the School's approved financial procedures with records kept to support the payment. Details about how claims should be dealt with are given in the sample policy. Governors' expenses will be subject to audit by Derbyshire County Council Audit Services.

4. Policy Review

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

Governors' Expenses Policy

Woodbridge Junior School

Governors' Expenses Policy

Policy Approved by Governors	Version:1	Signed:	Date: Jan 2020
Policy Reviewed by Governors	Version:	Signed:	Date:
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1. Introduction

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 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 or conference approved by the Governing Body
- ✓ 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 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

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

2. Travel Expenses

Where the return journey from home to school, by the shortest practicable route, exceeds 3 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 Body. 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 Body.

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.	£6.55
Lunch Allowance for a duty of more than 4 hours concluding after 12 noon	£9.03
Dinner Allowance for a duty of more than 4 hours concluding after 6 p.m.	£11.20
(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 £3 per hour for each child.

The Governing Body will pay up to £50 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 Body 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 Body will pay up to £10 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.

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 _____

