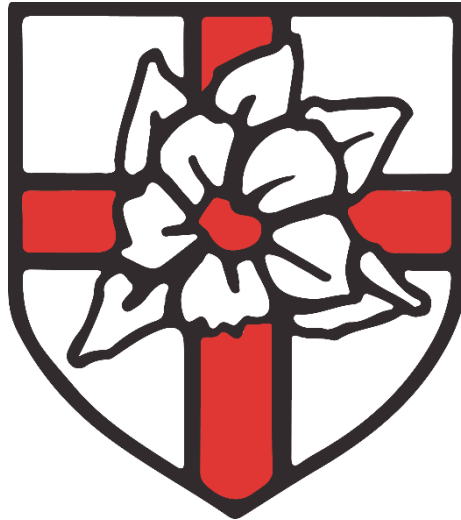


Summerfield School



The Best You Can Be – Everyone, Every Day

GOVERNORS EXPENSES AND ALLOWANCES MODEL POLICY (MKC)

Approved: May 2022
Review: May 2023

GOVERNORS EXPENSES AND ALLOWANCES POLICY

Summerfield School Governing Board

Legislation and Guidance for Maintained Schools only

The [Governance Handbook](#) (section 4.7.1, paragraph 63) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

This policy applies equally to all categories of governor and includes associate members.

Types of allowable expenses

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the School Business Manager.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor 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 childcare.

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 10 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.
- Travel expenses where a governor uses their own vehicle must not exceed the **current** HM Revenue and Customs (HMRC) approved mileage rates, which are published at <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to the value of £20 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 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 Summerfield School acknowledges that there may be other occasions on which it might agree to reimburse justifiable expenses. Claims up to the value of £100 will be agreed by the full governing board.

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 (Appendix 1) on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of Governors **before** they are incurred and submitted to the School Business Manager.

The Chair of Governors (or the vice chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Updated: September 2019

Review date: September 2022

Prepared by Leadership and Governance Services

Annex 1
 Summerfield School governing board
 Expenses Claim Form

Name of governor/associate member:

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Address:

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Claim period:

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Date	Details of expenditure	Claim (£)
Total claim		£

I claim the total sum of £_____ for governor/associate member expenses as detailed above. I have attached relevant receipts to support my claim.

Signature (governor/associate member) Date

Authorising Date

Reimbursed by: Date

FOR OFFICE USE ONLY

Cost Centre

Ledger Code