



# William Ellis School

# Governors' Expenses Policy

Reviewed: 14.10.15

Committee: Personnel & Resources

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## **Policy on Governors' Allowances (Expenses)**

The Education (Governors' Allowances) England Regulations 2003 allow for 'payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty. The aim of this policy is to ensure that a governor (or non-governor who is co-opted onto a Governing Body Committee) is not out of pocket where the school has derived a benefit from such outlay. The Policy also reaffirms the Governing Body's commitment to ensuring equality of participation for all governors.

**The Governing Body notes that governors cannot be paid attendance allowances or be reimbursed for any loss of earnings.**

**Payment of expenses where these have been, or are already, met by the LA or other body, are excluded from this Policy.**

Allowances and expenses necessarily incurred, for which a claim may be made, comprise the following :

### **Child Care or Baby Sitting Expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child or children during a period of absence, in which that governor attends meetings of the Governing Body, its Committees or is otherwise representing the school or Governing Body, claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter and are limited to £20 per meeting.

### **Care Arrangements for an Elderly or Dependent Relative**

Costs may be refunded in similar circumstances to that detailed in childcare above. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor otherwise would have provided during the period of their absence and are limited to £20 per meeting.

### **Governors with a Special Need**

Where the school or Governing Body does not provide facilities or equipment to enable a governor, for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation or travelling and subsistence for a person providing support, as the case may be.

### **Travel and Subsistence**

Mileage, up to a maximum of five miles, may be claimed where the distance between the governor's home and the school exceeds three miles. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, subject to a maximum of £20, upon production of a valid receipt. The mileage allowance will be the same as the LA essential users' rate. Travel by private vehicle, where no public transport is available, will be reimbursed at the HMRC approved mileage rates.

### **Claiming**

1. To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears prior to the end of the financial year in question.
2. Claims should be submitted to the Finance Officer, having first been authorised by the Chair of the Personnel & Resources committee on behalf of the Chair of Governors.
3. Receipts, if obtainable, must be supplied to support claims for reimbursement, e.g. travel cards/train tickets (if supplied/available), phone bill, taxi receipt, till receipt, etc. In the event of a claim for a registered childminder, the name and number must be included.
4. In the case of telephone calls, an itemised claim listing the numbers called and the duration of each call should be provided.
5. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Personnel & Resources Committee) if they appear excessive or inconsistent.