

# Governor Expense Policy



Approved by: Governing Body

Date: 6<sup>th</sup> November 2023

Last reviewed on: 6<sup>th</sup> November 2023

Next review due by: November 2024

## Contents

1. Aims .....	3
2. Legislation and guidance.....	3
3. Overview .....	3
4. Monitoring arrangements .....	4
Appendix 1: governor claim form.....	5
Appendix 2: approved mileage rates.....	6
5. links with other Policies .....	6

---

### 1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

### 2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

### 3. Overview

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 schools finance department within two weeks of the date when the allowances were incurred.

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:

- Childcare\*
- Care for elderly or dependent relatives\*
- Extra costs incurred because they have a special need or English as a second language

- UK Travel and subsistence costs at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source
- Reasonable Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances supported by original receipts and compliant with school financial regulations.

\*In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors/ Chair of Finance before they are incurred.

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.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

This policy will be reviewed annually by Resources & Audit Committee.

Any amendments will be presented at a meeting of the full governing board.

#### **5. Links with other policies**

Financial Regulations

## Appendix 1: Governor claim form

### The Duston Education Trust

#### Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

eXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to Finance Department ( [finance@thedustonschool.org](mailto:finance@thedustonschool.org)) along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p