



## Ranvilles Junior School Governors' Expenses Policy

### 1. ACCESSIBILITY

This policy is available in large print or Braille. Please contact the school office who will be happy to arrange this for you.

### 2. PURPOSE OF POLICY

The purpose of this policy is to provide governors with information regarding their entitlement to claim for expenses incurred whilst undertaking their duties as governors.

### 3. APPROVAL

Approval date: September 2019

Date for next review: September 2020



#### **4. INTRODUCTION**

Governors perform a valuable service to the school and wider community and receive no payment for the time and effort involved in the execution of their responsibilities. The Governing Body has decided not to generally pay allowances from the school's delegated budget to cover costs that governors incur through carrying out their duties.

However, the Governing Body wishes to ensure that no member of the community is prevented from becoming a governor on the grounds of cost, and therefore also wish to have the opportunity to take account of exceptional circumstances where it may be appropriate to pay expenses.

As there is no obligation on a Governor to submit an expense claim. Reflecting the exceptional nature of the claims and limited funds available in the school budget, a notional budget of £50 per financial year has been provided for the payment of claims.

This policy sets out the detail of the types of expense that may be claimed in exceptional circumstances and the procedure for submitting expenses.

#### **5. REFERENCES**

This policy should be read in conjunction with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

#### **6. PRINCIPLES**

It must be expenditure necessarily incurred to enable performance of duty as a governor (associate members are treated as governors in this respect).

In respect of care services, no expenses may be claimed when care is provided by current or former spouses/partners or other responsible persons normally resident in the family home. Exceptional claims can be made at a maximum charge of £5 per hour. Such expenses can only be considered where governors are attending meetings, training or briefings, other than routine governing body meetings or other meetings occurring at the school. Where governors are participating in meetings during their normal professional working time and their employer has provided time off to attend, expenses for care services in these periods will not be considered, as these costs would have been incurred if the governor had attended work as planned.

Payments for travel expenses incurred through use of private cars, pedal cycles and motorcycles shall be at a rate not exceeding the HMRC Authorised Mileage Rate as published from time to time. Car park costs are covered at actual cost on production of a receipt.

Travel costs must not exceed second class rates; HCC travel and subsistence rates in operation at the time will apply. Taxi fares will only be covered, at actual cost, where no other personal or public transport is available. Expenses will be paid on provision of receipts and will be limited to the amount on the receipt. It is expected that at minimum, all Governors will cover the cost of travel to and from school for all governor duties and for attendance at governor related meetings and training in the local area (within a 15 mile radius of Fareham). The expectation is that governors will aim to



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book onto training within the local area to reduce travel time and cost and claims will not normally be paid for attendance at governor training further afield.

Governors are advised to use the school facilities available, eg telephone, photocopying, stationery and postage and no claims of this nature are permitted. Computers are also available for governors to use.

## **7. PROCEDURES**

Authorisation for expenditure must be submitted to the Chair of Governors via the Clerk at least 5 days prior to the spend being incurred, for prior approval. Claims should be made on an HCC Claim for Travelling and Subsistence Allowance Form (available from the school office). All relevant receipts must be attached and the form countersigned by the Chair of Governors. Forms should be submitted to the school office for payment within 10 working days of the expenditure. Copies of claim forms and supporting documentation will be held in school. All claims will be subject to the usual LA audit.

A budget of £50 is provided for the payment of claims, this will be monitored through governor budget monitoring. It is anticipated that £50 is sufficient for claims on an exceptional basis, and therefore an urgent review of the policy will take place, should it become clear that this budget may be exhausted within the financial year.

The Governing Body will otherwise review this Policy annually.

## **8. APPENDICES**

None.