



Governor payments & expenses

BEDWELL PRIMARY SCHOOL
Bedwell Crescent,
Stevenage, Herts, SG1 1NJ

Revised February 2019

1 Introduction

- 1.1 This policy is designed to set out in what circumstances *Governors* are entitled to claim for expenses. *Governors of Bedwell School* provide a voluntary service and as such should not be out of pocket for the service they provide.
- 1.2 The *Governing Body* believes that paying expenses to *Governors*, in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community and so is an appropriate use of School funds.

2 Claiming Expenses

- 2.1 Expenses are refunds of legitimate payments which a *Governor* has had to meet personally in order to carry out his or her duties to the *Governing Body*. Expense claims should normally be supported by bills or receipts, except where it is impractical to expect this, for example, where very small amounts are claimed.
- 2.2 The cost of items d to h in the list below must be notified to the Headteacher or Chair by email for approval prior to the expense being incurred; items a to c do not require prior approval. *Governors* expenses claims should be submitted to the School Office on the Expenses Claim Form for *Governors* (see Appendix A) within four weeks of the expense being incurred, for approval by the Headteacher.
- 2.3 Forms should include receipts and be either hand-delivered or posted to the School Office.
- 2.4 The following are examples of legitimate expenses which may be claimed:
 - a) The reasonable cost of travelling to and from *Governing Body* meetings, and on associated business and events. This can include the cost of using public transport, taxi fares for short journeys, and petrol allowances to the level permitted by HM Revenue and Customs (HMRC) before tax becomes payable
 - b) Providing special transport, escort, equipment or facilities for a *Governor* with a disability whilst on *Governing Body* business;
 - c) Communication support: translating documents into Braille for a visually impaired *Governor*, or into different languages; provision of alerting and listening devices, and other special aids for people with hearing impairment;
 - d) Reasonable refunds for the cost of meals taken whilst on *Governing Body* business;
 - e) Cost of reasonable overnight accommodation and subsistence (including any essential care costs) whilst on *Governing Body* business;

- f) The reasonable cost of childcare, or care of other dependants (for example, an elderly parent) whilst on Governing Body business;
- g) The cost of postage, printing and telephone calls on Governing Body business;

2.5 The Governors of Bedwell School acknowledge that Governors are providing a voluntary service and that:

- Governors will not be paid an attendance allowance
- Governors will not be reimbursed for loss of earnings

2.6 The following are examples of expenses that do not constitute legitimate claims or are excessive, and/or do not relate to activities of the Governing Body:

- a) Payment to cover the loss of earnings;
- b) Attendance allowance;
- c) Payment of hotel accommodation or travel costs for spouses or partners who are not themselves travelling on the business of the Governing Body;
- d) Payment of private telephone bills for business unrelated to the Governing Body;
- e) Payment of private medical insurance;
- f) Petrol mileage rates above the levels approved by HMRC for claimable expenses;

2.7 Claims will be subject to review, and may be investigated by the Finance Committee if they appear excessive or inconsistent. Annually a schedule of all expenses reimbursed to Governors will be submitted to the Committee for review.

3 Notes

3.1 Travel expenses:

- Public Transport- reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.
- Car - the latest HMRC mileage allowances should be applied. Claims for parking must be accompanied with a ticket.
- Taxi - reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport, is necessary to support a disabled Governor or to ensure the safety of a Governor.

3.2 Childcare:

Subject to a pre-agreed hourly rate and on production of a receipt to prove that expenditure has taken place. The maximum per hour is £5.00. Expenses for childcare can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

3.3 Care arrangements for an elderly or dependent relative:

Claims for the actual cost of reimbursement to a registered carer may be made while attending Governing Body meetings or other agreed activities, such as training events. Appropriate proof of payment should be submitted.

- 3.4 Clerical expenses (stamps, envelopes, photocopying/printing etc):
As required to cover the cost of unavoidable clerical expenses incurred carrying out Governing Body duties but subject to proof of purchase (e.g. till receipt).
- 3.5 Subsistence expenses (meals and refreshments in connection with an overnight stay)
Authorisation for subsistence claims must be made in advance and subject to an agreed maximum.
- 3.6 Booking of Hotel Accommodation/Travel/Subsistence
Where overnight accommodation or travel requirements outside the region are required approval should be sought in advance from the Headteacher or Chair of Governors. In these cases accommodation and travel tickets will be made through the Governing Body. The maximum claim for subsistence in respect of travel that will require overnight accommodation must be agreed in advance.

Appendix A - Expenses Claim Form for Governors

Name:	
Date:	
Address:	
Post Code:	

Claim Period:

I claim the total sum of £..... for Trustees' expenses as detailed below. I have attached relevant VAT receipts to support my claim.

Signed:

Category	Amount	Date
Travel		
Specialist transport, escort, equipment		
Communication support		
Subsistence		
Overnight accommodation / subsistence		
Childcare / care for a dependent relative		
Clerical / telephone calls		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Authorised by:

Date:

This form should be submitted to the School Office within one month of incurring the expense

PLEASE REMEMBER TO ATTACH RECEIPTS

