



## Policy Statement for Governor Expenses

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the **discretion** to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties. The Regulation state:-

- 1) *The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).*
- 2) *Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determine by the governing body, and made on provision of a receipt for the relevant amount.*

Kenmore Park Infant and Nursery School Governing Body believes that paying governors allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of school funds. However, all requests for an allowance must be made in writing to the Headteacher/Chair of Finance and Premise Committee in advance of any Governing Body Meeting. The specific items allowable reflect this objective.

From when they were appointed all governors of Kenmore Park Infant and Nursery School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim reasonable allowances provided the costs are incurred whilst carrying out their duties, as a Governor or representative of Kenmore Park Infant and Nursery School. Expenses must be agreed by the Finance and Premises Committee to ensure they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and as stated with the prior approval of the Governing Body:
  - Childcare or baby-sitting allowances – where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attend a meeting of the Governing Body, its Committees or in 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 who is not an immediate family member or friend.
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) – costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would have provided during the period of their absence.
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language – where the school or Governing Body does not provide facilities or equipment to enable a Governor for example to communicate 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. With regards to English as additional language the translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45p pence per mile and a maximum of £10 per meeting.
  - Travel and subsistence costs – mileage may be claimed where the distance between the Governors home and the school or other venue which governors are required to attend on business related to the work of the Governing Body (e.g. meetings, training, courses, visits to



other providers, etc.) exceeds 3 miles. Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed to the level of the actual charge paid, upon production of a valid receipt. 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 or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the rate of 45p per mile. This is based on the HMRC rate per mile and criteria as stated in the updated document 6<sup>th</sup> April 2017. Payments of expenses where these have been or are already met by the LA or other body are excluded from this policy.

- Requests re: Telephone charges, photocopying, stationery, postage etc. – may also be considered however, on the whole the school office will undertake and provide stationery and photocopying.
- Any other justifiable allowances.

The Governing Body at Kenmore Park Infant and Nursery School acknowledges that:

- Governors may not be paid attendance allowance (i.e. payment for attending meetings);
- Governors may not be reimbursed for loss of earnings.
- All requests must be considered in light of the school's budget especially as this is decreasing year on year.

## **Making a Claim**

Governors wishing to make claims under these arrangements, once prior approval has been sought, and agreed, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School within two weeks of the date when the expenditure was incurred. These will be submitted for approval by the Chair of Governors or Chair of Finance for final approval.

Claims will be subject to independent audit as they form expenditure of public funds and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

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. Claims should be made on the approved form to the Headteacher and authorised by the Chair of Governors.

Since expense payments form part of the expenditure of public funds, all requests must be approved in advance and considered in light of the school's budget especially as this is decreasing year on year.

This policy will be reviewed by the Governors annually.

**Date ratified by the Governing Body:** 13<sup>th</sup> October 2021

**Date of Next Review:** September 2022



Kenmore Park Infant & Nursery School  
**Kenmore Park Infant and Nursery School**  
**GOVERNORS EXPENSES CLAIM FORM**



**NAME:** .....

**ADDRESS:** .....

**NAME OF SCHOOL:** .....

**POSITION OF GOVERNOR:** .....

**DATE:** .....

**CLAIM PERIOD:** .....

I would like to claim the total sum of £..... for Governor expenses as detailed below. I have attached relevant receipts to support my claim.

	£	p
Child Care/babysitting		
Care arrangements for elderly/dependent relatives		
Support for Governors whose first language is not English		
Telephone charges		
Photocopying/stationery		
Travel and subsistence		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>	£	

I certify that I have incurred the expenses claimed for above:

<b>Print Name of Governor:</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>Authorised By the:</b>	
<b>Chair of Governors:</b>	
<b>Date:</b>	
<b>Chair of Finance:</b>	
<b>Date:</b>	
<b>Headteacher:</b>	
<b>Date:</b>	