



St Faith and St Martin CE Junior School

Governors' Allowances and Expenses Policy

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1. Policy Statement

St Faith and St Martin Church of England Junior School recognises that the Governing Body plays a key role in the success of the school and individual Governors should not be deterred from playing their full part because of incidental costs.

The scope of this policy is to ensure that Governors are aware of their requirements regarding reimbursement of expenses incurred in the performance of their duties for the benefit of the school.

This policy applies to all members of the school's Governing Body.

St Faith and St Martin Church of England Junior School seek to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available on request from the school office.

This policy is reviewed annually by the Headteacher and the Chair of Governors, or as events or legislation change requires. The next scheduled date for Review is March 2020.

2. Conditions of Reimbursement

It is illegal for governors to receive any remuneration for their work, other than payment of all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings acting in the capacity of governor of the school.

St Faith and St Martin Church of England Junior School will reimburse the following expenses:

- *Car mileage allowance (at Inland Revenue Authorised Mileage Rate currently 45p per mile)*
- *Motorcycle allowance (at Inland Revenue Authorised Mileage Rate currently 24p per mile)*
- *Public Transport Costs (actual cost incurred)*
- *Bicycle allowance (at Inland Revenue Authorised Rate)*
- *Meals (reasonable and necessary costs incurred)*
- *Childcare or care for a dependent (actual cost incurred)*
- *Support for Governors with special educational needs (e.g. audio equipment) (actual cost incurred)*
- *Telephone Calls, copying, stationery etc (actual cost incurred)*

Third party payments should be dealt with as far as possible directly by the school. Where it is not reasonably possible for such payments to be made directly, individuals are permitted to make payment themselves and submit a claim for reimbursement.

3. Meal Allowance

When a Governor is away on company business but not staying away from home, they can claim the reasonable excess over what they would normally spend. This includes breakfast, lunch and an evening meal.

For breakfast, the journey must have commenced prior to 6am.

No alcoholic drinks should be claimed.

4. Travel Claims

Governors required to travel in the course of their work should always endeavor to ensure best value for money, e.g. timed trains, cheap day returns, booking single tickets where these are more cost effective and booking in advance to obtain the best possible price.

5. Business Journeys By Car

Governors may use their own private vehicle for journeys subject to the following conditions:

- *The vehicle must be roadworthy*
- *The vehicle is insured for business travel*

The school will reimburse 45p per mile. This must be claimed on the normal expenses claim form where the destination and mileage of the journey must be clearly detailed.

Where a Governor transports another Governor in their own vehicle for business purposes, the school will pay an extra 5p per business mile per passenger where the journey is also a business journey for those passengers.

6. Conditions of a Claim

Expenses incurred by a Governor will be reimbursed by the school as long as the following conditions are met:

- *The claimant must be a registered Governor of the school.*
- *The outlay is wholly a business expense and is required to allow performance of the Governor's duties.*
- *A receipt and record of journeys is retained and submitted with the expense claim.*
- *The claim is made within three months from when the expense was incurred.*
- *The claim is approved and authorised by the Chair of Governors and Headteacher.*

Only actual costs incurred will be reimbursed. No round figure estimates will be accepted.

The Chair of Governors will monitor, evaluate and review these payments annually.

7. Processing of an Expense Claim

All expense claims must be made using the school's official Reimbursement of Governor's Expenses claim form. An expenses claim form is available from the School Business Manager.

This covers all cash and personal debit/credit card payments made by the Governor. A receipt must be attached to the form for all allowable expenses.

The expenses claim form must be authorised by the Chair of Governors and Headteacher who must ensure that:

- *Each claim is an allowable business expense incurred on behalf of the school.*



- *The form is properly completed, including the reason for the expense being incurred, and is arithmetically correct.*

All completed and authorised forms must be submitted to the School Business Manager for payment.

8. Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme.

Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

St Faith and St Martin Church of England Junior School

Policy adopted on: 3rd April 2019

Signed by: Chair of Governors

Dated: