

Great Baddow High School



Policy Document

# **Governors' Expenses Policy**

## **Great Baddow High School: Policy for Governors Allowances**

This policy statement has been developed in accordance with the Academies Financial Handbook which permits the payment of expenses to governors as expressed in the trust's articles of association. The articles give Governing Bodies the discretion to reimburse a governor for reasonable expenses properly incurred by him or her when acting on behalf of the Academy Trust, but excluding expenses in connection with foreign travel.

Travel expenses may be paid from the academy's annual budget and must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

Great Baddow High 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. The specific items allowable reflect this objective.

The policy of the governors in respect of payment of allowances must be openly available to parents. The governing body must consider the payment of allowances annually, and the outcome must be recorded appropriately in the minutes.

### **All governors of Great Baddow High School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Great Baddow High School, and are agreed by the Finance Committee that 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 with the prior approval of the Governing Body:
  - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses and must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website.
  - Travel and subsistence costs, payable at a rate which does not exceed the specified rates for school personnel for attending national meetings or training events.
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

### **The Governing Body at Great Baddow High School acknowledges that:**

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed every 3 years.

## Governors' Expenses Claim Form



<b>Name:</b>	<b>Great Baddow High School</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to: The Clerk to the Governors at Great Baddow High School

Signed :

Dated:

Links:

[Academies Financial Handbook 2016](#)

[Charity Commission's guidance for trustees CC11: Trustee expenses and payments.](#)