

## **GUIDANCE FOR SCHOOL GOVERNORS (No.8) – updated Sept 2014**

### **MODEL POLICY ON PAYING GOVERNORS' EXPENSES**

Governors give their time generously for the benefit of their school. It is recommended that each governing body adopt a clear policy for reimbursing governors' expenses, so that every governor has full access to attending meetings and training. Governing Bodies can choose whether or not to pay allowances to governors.

**This is a draft policy which may be adopted in full or amended as necessary by the governing body**

The suggested points to include in a policy are as follows: (please note that where governors are mentioned this includes Associate Members).

- Governors should be able to claim without embarrassment
- Governors should decide for themselves whether or not to claim
- Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed)
- Governors may be reimbursed for expenses incurred whilst attending Governors' meetings, Training Courses and other meetings undertaken in the course of their duties including child care costs
- Governors cannot claim attendance allowances or for loss of earnings
- All existing governors (and new governors at their first meeting) to be given a copy of these guidelines
- The policy to be reviewed annually by the Finance Committee and any changes agreed by the full governing body
- If clarification is required, governors should refer to the DCFS publication 'Guidance on Paying Governors' Allowances' (copy available from the

Governor Support Service). If this does not resolve issues, governors should raise issues at a Finance Committee meeting.

The governing body may reimburse three categories of expenditure:

#### **a) TRAVEL EXPENSES**

i Public Transport – reimbursement of fare upon production of ticket

ii. Car – See the latest Inland Revenue allowances.\*

(mileage to be agreed by the Chair of meeting)

iii. Motorbike – see DCFS guidance document for rates

iv. Taxi – reimbursement of fare upon production of receipt. NOTE taxis should only be considered if the same journey cannot be made by public transport or to ensure the safety of a governor

#### **b) CHILDCARE OR DEPENDENT RELATIVE CARE**

Subject to a maximum per family per session, and on production of a receipt (or signed proforma – see attached) to prove

that expenditure has taken place (£15 maximum is suggested)

**c) CLERICAL EXPENSES (stamps, envelopes, photocopying etc)**

As required, but subject to proof of purchase (e.g. till receipt)

**ANY OTHER REASONABLE REQUEST**

Any other reasonable request to be considered by the Finance Committee **prior** to reimbursement, subject to the necessary proof of purchase. The Finance Committee should be contacted before expenditure is incurred.

complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor) and proof that expenditure has occurred (receipt or signature of babysitter/carer).

**HEADTEACHER**

The Headteacher commits the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

**FINANCE**

The Governing Body would need to agree a budget at the beginning of the year.

Governor expenses should be met from the school's delegated budget.

If you need any further information regarding paying governors expenses please contact the Governor Support Service on 395 0242.

I:/guidance/policies

\*Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate(1) as published from time to time. (1)HMRC's Approved Mileage Rates are available at: <http://www.hmrc.gov.uk/rates/travel.htm>  
In order to provide a clear audit trail governors claiming allowances should fill in the following form , copy to be kept at school. \_\_\_\_\_ SCHOOL GOVERNING BODY

**GOVERNORS' EXPENSES CLAIM FORM**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

I WISH TO CLAIM £\_\_\_\_\_ (PLEASE INSERT AMOUNT TO BE CLAIMED AND TICK APPROPRIATE BOXES)

**1. TRAVEL EXPENSES**

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle   
Mileage \_\_\_\_\_ cc of car \_\_\_\_\_

Mileage for motorbike – please list mileage incurred and cc of vehicle   
Mileage \_\_\_\_\_ cc of car \_\_\_\_\_ - please attach fuel

VAT receipt pre-dating the first claim of each month

Taxi fare – please attach receipt

**2. CHILD CARE / DEPENDENT RELATIVE**

Please request babysitter / childminder to sign and date below, and insert amount to be claimed above.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. CLERICAL EXPENSES**

Please list below the items purchased, and attach a receipt to this proforma

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**4. OTHER**

Please provide details of claim and proof of expenditure

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I CERTIFY THAT \_\_\_\_\_ (INSERT NAME OF GOVERNOR CLAIMING)  
ATTENDED A MEETING ON \_\_\_\_\_ (date)

\_\_\_\_\_ Chair of the Meeting/Course Tutor (please print name)  
\_\_\_\_\_ Signature of Chair/Course Tutor

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

\_\_\_\_\_ Headteacher or authorised Deputy (please print name)  
\_\_\_\_\_ Signature of Headteacher or Deputy  
\_\_\_\_\_ Date

I CERTIFY THAT I HAVE RECEIVED \_\_\_\_\_ (AMOUNT) IN RESPECT OF GOVERNORS' EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)  
\_\_\_\_\_ Signature  
\_\_\_\_\_ Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER TOGETHER WITH ANY SUPPORTING RECEIPTS RECEIVED