



GOVERNOR EXPENSES POLICY

Granby Primary School
Granby Road Aylestone, Leicester LE2 8LP

Headteacher: Mr Peter Fowler

GOVERNOR EXPENSES POLICY

Rationale

The law allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members of the governing body to cover any costs, such as travel or childcare, which they have incurred because of serving as a governor. Where they choose to do so, it must be in accordance with a policy or scheme.

The Governing Body of Granby Primary School decided at a meeting on 18 March 2013 that it would pay out of pocket expenses to members of the Governing Body.

Aims & Objectives

- to ensure transparency
- to allow governors to engage fully in meeting their statutory duties without fear of financial disadvantage
- to set out clearly the boundaries of what is and is not acceptable in terms of expenses incurred
- to outline the process for reimbursement

Implementation

Payments will only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding 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 and be limited to the amount shown on the receipt.

Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all Governors (including Non-Governors who may be members of committees), but it is open to any individual to choose whether or not to claim.

The following are agreed as approved duties:

- properly convened Full Governing Body meetings
- properly convened Committee meetings of the Governing Body
- other duties designated by the Governing Body, eg. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment
- formal Governor visits to the school
- training provided by Leicester City or Leicestershire County Council or other relevant opportunities where attendance is deemed to be of benefit to the Governing Body's objectives

TRAVEL EXPENSES

Travel expenses may be claimed for approved duties (as outlined above). If Governors share transport, only the provider is eligible to claim.

Governors may claim:

- mileage allowance at Leicester City's Council's lowest essential user rate
- the actual cost of public transport (including bus and train fares) and tolls for bridges or ferries
- the actual cost of car parking
- the actual cost of taxi fares

DEPENDANT CARE

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is carrying out approved duties (as outlined above). Appropriate proof of payment should be submitted.

Similarly costs may be claimed for **care arrangements for an elderly or dependent relative**.

The Governing Body will pay up to £108* per annum per Governor in this category of allowance.
*Calculation based upon £6 hourly rate x 6 meetings annually (estimated duration 3 hours)

SPECIFIC NEEDS

Governors may claim an allowance for costs relating to specific needs incurred on approved duties (as outlined above). These may include:

- support for the cost of a signer
- audio equipment
- Braille transcription

The Governing Body will pay up to £630* per annum per Governor in this category of allowance.
*Calculation based upon Signer £35 hourly rate x 6 meetings annually (estimated duration 3 hours)

OTHER NEEDS

Governors may claim an allowance for costs relating to other needs, for example translation of documents where their first language is not English. Since the range of possibilities is very wide, it is acknowledged that it will be practical to negotiate with any individual regarding their needs. This category of allowance is intended to support and not hinder access to being a school Governor.

The Governing Body will pay up to £300* per annum per Governor in this category of allowance.
*Calculated based upon Translator £25 rate/150 words x 6 documents annually (estimated 300 words)

MISCELLANEOUS

Governors may **not** claim for the following costs incurred in carrying out their duties.

- telephone charges
- photocopying or printing; PC ink cartridges
- stationery including paper
- postage

Any such activities should be directed through the School office to minimise cost incurred by individual Governors.

Payment of Claims

Unless substantial sums are involved, Governors should claim termly in arrears. Any claim for expenses must be processed correctly and records kept.

Claims should be submitted on the appropriate claim form and accompanied by any relevant receipt. They will then be authorised by either the Chair of Finance Committee or Headteacher and submitted to the school office for payment. Claims of under £25.00 can be reimbursed in cash. Claims of over £25.00 will be reimbursed by cheque. Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

References

- *Prior versions of Expenses Policy – Granby*
- *Expenses Policy examples*
 - *Milton Keynes Council*
 - *Derbyshire County Council*
 - *Fairstead Community Primary School*
 - *Smallberry Green Primary School*
- *The Key for School Governors*
- *Department for Education - Governors' Handbook (Section 7.6.1)*
- *Department for Education - The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*

Policy Revised: September 2015