



MANOR INFANT SCHOOL AND NURSERY

Approval By:	School
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Review Approved (signature):	
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GOVERNOR EXPENSES POLICY

'Valued as Individuals, Inspired as learners'

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for "out-of-pocket" expenses incurred in the context of carrying out their duties.

The Governing Board acknowledges that every member is a volunteer and as such no payments can be made for attending meetings or loss of earnings.

Any approved claim for expenses has to be met from the school's delegated budget.

Allowable expenses

Examples of when a claim may be made for incurred expenses are given below, but the list is not exhaustive and as such the Governing Board agrees that there may be other legitimate expenses that justify reimbursement but each will be subject to approval **before the cost is incurred**.

Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing board or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care stated above.

Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Travel and subsistence

Only where the governor is undertaking travel outside the city boundaries for the purpose of attendance at meetings of the governing board or its committees or other agreed activities should a claim be made. Claims will be reimbursed at the rate published from time to time by HMRC for travel and subsistence.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, up to the value of £5, will be reimbursed upon the production of a receipt.

Special needs or language support

Any extra costs incurred by governors in carrying out their duties through special needs or where they require language assistance.

Making a claim

To minimise the administrative impact, governors should claim in arrears on a termly basis unless the amount to be claimed is for more than £25. Claims should be made using the petty cash voucher attached to this policy.

Claims should be authorised by the Chair of Governors or the Head Teacher and submitted to the office for payment. How the payment is reimbursed (cash or cheque) will be determined by the amount requested.

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.

This policy and amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of governor, including associate members.

EXPENSES CLAIM FORM (for governors)
PART 1

Name of governor:

Note: If your claim includes payment to another person (e.g. babysitter) then you must get them to complete the information in Part 2 or your claim may be rejected.

Date of Expense	Detail of Expense	Amount Claimed £
	Total of Claim	£

I certify that I have actually and necessarily incurred the expenses claimed for above.

Signature (governor):

Date:

Headteacher

Date:

Chair of Governors.....

Date:.....

FOR OFFICE USE ONLY

Reimbursed by:

Date:

Cost Centre:

Ledger Code:

EXPENSES CLAIM FORM (for governors) PART 2

Part 2 only to be completed when claim relates to a payment to another person a third party.
This form should be attached to Form 1 when the claim is submitted.

Amount received £.....

Name of third party(in block capitals)

3^d Party Signature

Date