



# HAYDON SCHOOL

## Governors Expenses Policy

### **Mission Statement**

*Haydon School is committed to the achievement of individual excellence, encouraging students to be creative and considerate, confident of their role in society and capable of rising to the challenges of a diverse and rapidly developing global economy.*

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## **1.Introduction**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of schools, who have a delegated budget, to decide whether they wish to reimburse governors for any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the school has benefitted from the individual attending in their duties.

The school believes that including reimbursed payment for governors is important in ensuring equality for all governing members of our community. Any claim for expenses has to be met from the school's delegated budget.

## **2.Paying Allowances**

Examples of when a claim may be made for incurred expenses are given below, but it is for each governing body to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed. Governing bodies may, for example, wish to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

## **3.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 body 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).

#### **4.Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for childcare.

#### **5.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.

#### **6.Travel and subsistence**

- 6.1 Mileage may be claimed for distances exceeding 10 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate of 0.45p per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).
- 6.2 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.
- 6.3 Claims for subsistence allowances, ie for meals up to a maximum of £5.00 that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

#### **7.Making a claim**

- 7.1 Governors should claim when expenses occur.
  - 7.2 Claims should be authorised by (the Chair of Finance Committee/Chair of Governors) and submitted to (school finance team) for payment.
- 7.3 The policy and amounts payable will be reviewed on an annual basis.

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

**Document History**

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