

# Fiveways School

## Governor Expenses Policy



### Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	September 2023	Somerset Governor Services	September 2024

### Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver		22/09/23
Head Teacher	Swavek Nowakiewicz		22/09/23

### Details of Policy Updates

Date	Details
01.09.2021	Model policy from Governor services.
07.10.2022	No changes
22.09.23	No changes

## 1. Aims of the Policy

This governance board has decided to pay certain reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor/trustee *[delete if not applicable]* on the grounds of cost.

## 2. Legislation and guidance

The Governance Handbook (section 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to choose whether to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme. The legislation on governors' allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

## 3. Overview

Members of the governance board may claim allowances to cover expenditure necessary to enable them to perform their duties. **This does not include an attendance allowance, or payment to cover loss of earnings.**

Members of the governing board may claim allowances by completing a claim and submitting it to Sandy Carter, Clerk to Governors, Fiveways School, Victoria Rd, Yeovil. BA21 5AZ.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the governance board may claim for:

- Childcare or babysitting 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 at a rate of 40 Chair of Governors pence per mile which does not exceed the specified rates;
- Travel and subsistence costs, payable at the current rates specified by the HM Revenue and Customs (HMRC), associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc.;
- Any other justifiable allowances.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors **before** they are incurred.

The chair of the board (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit. Travel expenses where a governor uses their own vehicle must not exceed HMRC approved mileage rates (see below).

#### 4. Monitoring arrangements

This policy will be reviewed annually by the governance board. Any amendments will be presented at a meeting of the full governing board.

#### Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the [HMRC Travel-mileage and fuel rates and allowances](#)

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

## Governor Allowances Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Claim Period:</b>	

I claim the total sum of £..... for governor/trustee 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 below)		

**Warning:** claiming for journeys or miles not driven is an offence under section 15 of the theft act 1968

### Journey details

Date	From	To	Reason for Journey	Number of miles	Other expenses e.g. parking

### Other Expense details

Date	Reason for Expense	Detail of Expense