



St Anne's School and Sixth Form College

Governors' expenses policy

The governing body of St Anne's adopted this policy in the Spring Term and updated Autumn 2017

1. INTRODUCTION

This policy applies equally to all Governors (or associate members of the governing body) who are members of committees and details which expenses are payable for attendance at 'Approved Duties'. It is always open to any individual governor to choose whether or not to claim, irrespective of the School's approved policy. It is accepted that governors are volunteers and give their time freely for the benefit of the school, college and residence. Governance has become more complicated and demands on the time of individual governors in relation to sub-committees, panels, special responsibilities, recruiting and training is now significant. Being an additional need for the East Riding of Yorkshire governors travel from throughout the East Riding, some are parents with childcare responsibilities and it is crucial that having given their time freely governors are reimbursed for the cost of travel, child care and other linked expenses.

2. EXPENSES

The expenses which may be claimed are summarised below:-

Travel expenses;

Where the return journey from home to school, by the shortest practicable route, exceeds 10 miles travelling expenses for the **excess** mileage will be payable at the approved teachers mileage rate determined by the LA. The Head Teacher and any Governor employed at the School will not be eligible to claim unless returning to the School having travelled home prior to attending the approved duty. For journeys outside of the County, payments will only be made for specific duties which have prior approval by the Governing Body. The costs of travel by car should be checked against other forms of public transport including rail travel prior to the journey being made.

All payments are on the basis that the journey was actually undertaken and expenditure necessarily incurred. Wherever possible Governors should coordinate travel arrangements to minimise the costs to the School. If Governors share transport, only the driver is eligible to claim for the journey. Governors may claim:-

- the approved teacher's mileage rate of 46.5p per mile.
- the actual cost of standard rate public transport including bus and train fares
- the actual cost of car parking
- taxi fares (in exceptional circumstances i.e. no other transport options available and

attendance essential).

Governors claiming mileage must hold a current full driving licence. All vehicles used on School business must be taxed, have a valid MOT certificate (if older than 3 years) and current insurance policy. The insurance policy must include cover for business use and indemnify the School against all third-party claims (including those concerning passengers) when the vehicle is used on governance business. If the insurance covers 'social, domestic and pleasure only' the whole policy will be invalid if the vehicle is used for School business. The school office will need to see the original documents referred to above, prior to any claim being paid. In line with current health and safety requirements annual reviews of driving licence checks will be required.

Mileage claimable must be calculated on the basis of the shortest, most practical route for the journey. Where it is reasonable to use public transport subject to distance, route and timing of meetings then Governors will be expected to do so.

Under no circumstances will the School reimburse car parking fines, speeding tickets, damage to a vehicle whilst on official duties or the costs associated with any offences under the Road Traffic Acts.

Subsistence expenses;

Under normal circumstances no expenses will be provided for subsistence. However, if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the School, reimbursement will be made for the food/drink items bought on the day on production of receipts for meals.

Childcare Expenses

Governors may claim an allowance for childcare costs incurred on approved duties. The allowance will be the actual expenses incurred for the period of time the governor was engaged on school governance Duties.

Miscellaneous expenses etc.

Governors may claim reasonable expenses for the following costs incurred in carrying out their approved duties:-

Photocopying or printing; PC ink cartridges
Stationery including paper

All claims submitted for payment must be supported by a valid receipt.

Allowable Expenses

Governors may only claim expenses in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its Committees, undertaking Governor development and otherwise acting on behalf of the Governing Body. Governors' expenses are not subject to tax as long as only actual expenditure is reimbursed and a valid receipt has been attached to the claim form.

Expenses not allowed

Governors cannot claim 'attendance allowances' i.e. payment for actually attending Governing Body meetings;

Governors may not be reimbursed for loss of earnings;

3. APPROVED DUTIES

The following is a list of activities that the Governing Body have deemed an “Approved Duty” for the purpose of claiming expenses under this policy.

Properly convened full Governing Body meetings

Properly convened Committee meetings of the Governing Body

Other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment. Disciplinary hearings etc.

Attendance at a meeting, conference or training course approved by the Governing Body.

Governors' formal visits to the school in accordance with their special responsibilities.

4. PAYMENT OF EXPENSES

Expense claims will only be paid if submitted on the approved form attached at Appendix 1 to this Policy. Unless substantial sums are involved, Governors should claim each term in arrears. Claim forms must be submitted to the School Business Manager for review and approval. The School Business Manager will maintain a record of claims made including date, name, amount and reason for budget monitoring purposes. Governors' expenses are subject to internal and external auditing arrangements and this Policy must be complied with in all cases. A summary of expenses paid will be presented once a term to the Finance Sub Committee.

All claims must be supported by a valid receipt, e.g, parking ticket, bus ticket, phone bill, till receipt, child care receipt etc.

5. PUBLICATION OF EXPENSES

In the interests of openness and transparency the School will publish details of all allowances and expenses paid to governors on the Governor Section of its public website.

6. POLICY REVIEW

This policy will be reviewed annually and following any changes in relevant legislation.

Governors' Claim Form

Name:		Period of Claim
Address:	Vehicle Details	Vendor No:
Minute Number(s) if applicable:		

I certify that the expenditure detailed overleaf was actually and necessarily incurred in connection with my duties as a Governor of St Anne's School and Sixth Form College.

Relevant receipts are attached to support my claim for reimbursement of expenses.

Where mileage expenses are claimed I confirm that a motor vehicle policy is in place covering me to use the vehicle stated for business purposes which indemnifies the School against third party claims.

Signed _____ Date _____

I confirm that I have checked and approved the expenses claimed overleaf.

Signed _____ (School Business Manager)

Date _____