

# Birkdale High School



Birkdale  
High School

Aspire - Thrive - Succeed

## Governors Expenses Policy

March 2019-21



## Birkdale High School Governor Expenses Policy

<i>Date of Policy:</i>	<i>March 2019</i>
<i>Members of staff responsible:</i>	<i>Business &amp; Finance Manager</i>
<i>Review date:</i>	<i>March 2021</i>

### **Introduction**

Governors give their time generously for the benefit of the school. This policy intends to ensure that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor.

### **Key features of this policy:**

**All governors of Birkdale High School will be entitled to claim the actual costs they incur, as follows, and normally to a maximum of £50 per Governor, per academic year:**

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school, with the prior approval of the Chair of the Governing Body.
- Governors cannot claim any allowance for attendance at meetings.
- Governors cannot claim expenses for loss of earnings.
- Governors may be reimbursed for expenses, including child care costs, incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
  1. Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
  2. It is the responsibility of governors to decide for themselves whether or not to claim.

3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.
5. The policy should be reviewed ~~annually~~ **every 2 years** by the Resources Committee and any changes agreed by the full Governing Body.

## Categories of Expenses for Reimbursement

There are three categories of expenses that can be reimbursed to Governors:

### 1. Travel Expenses

**Public Transport** - reimbursement of fare on production of ticket. Rail travel should be by second class and every effort made to use fares which offer best value

**Car** – HMRC recommended mileage allowances will be paid

**Taxi** – reimbursement of fare upon production of receipt. Taxis should only be used where the same journey cannot be made using public transport or is necessary to ensure the safety of a Governor

### 2. Childcare of Dependent Relative Care Expenses

Subject to an agreed maximum per family per session and on production of a receipt as evidence that the expenditure has been incurred. The maximum per session is £20.

Expenses for childcare or care of dependent relative can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

### 3. Clerical Expenses

As required to cover the cost of unavoidable clerical expenses incurred carrying out Governor duties but subject to proof of purchase (eg till receipt).

## Procedure for Claiming

In order to provide a clear audit trail, governors claiming expenses should complete a copy of the attached pro-forma, providing proof that expenditure has occurred. In connection with their governor duties.

If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Resources Committee, who may in turn seek further guidance, should the need arise.

An annual budget to cover governors' expenses will be set as part of the school budget setting process.

The Resources Committee will monitor expenditure claimed by Governors and require explanations as necessary.

## GOVERNOR EXPENSES CLAIM FORM

NAME: \_\_\_\_\_

### 1. TRAVEL EXPENSES

Purpose of Journey: \_\_\_\_\_

Details of Journey Undertaken:

From: \_\_\_\_\_ To: \_\_\_\_\_

Bus/Train Ticket – please attach bus/train ticket

Car Mileage

Miles travelled \_\_\_\_\_ cc of car \_\_\_\_\_

Taxi fare – please attach receipt

Parking fee – please attach receipt

### 2. CHILD CARE / DEPENDENT RELATIVE

Please request registered childminder sign and date below, and attach receipt.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### 3. CLERICAL EXPENSES

Please attach a list of the items purchased and a receipt to this proforma

.....

**CLAIM APPROVED BY:** \_\_\_\_\_ Chair of Governing Body

\_\_\_\_\_ Date

**REIMBURSEMENT AUTHORISED:** \_\_\_\_\_ Headteacher

\_\_\_\_\_ Date

I CERTIFY THAT I HAVE RECEIVED £ \_\_\_\_\_ IN RESPECT OF GOVERNORS' EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)

\_\_\_\_\_ Signature \_\_\_\_\_ Date