



Governors' Expenses Policy Incorporating Governors' allowances.

**Reviewed and Approved by Business and Premises Committee
On: 26 June 2018**

**Reviewed and Ratified by the Full Governing Body
On: 10 July 2018**

Next review date: Summer 2021

Member of SLT responsible: Mrs M Lane

POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

The Governing Body plays a key role in the success of the School and individual Governors should not be deterred from playing their full part because of incidental costs. The Governance Handbook* allows maintained schools with a delegated budget to choose whether or not to pay allowances to governors.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Travel

Governors are expected to cover their own costs to attend meetings at school but if the meeting is further afield they may be able to claim the difference at the following rates.

- Car mileage allowance (at HM Revenue and Customs Authorised Mileage Rate currently 45p per mile)
- Motorcycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 24p per mile)
- Public Transport Costs (actual cost incurred 2nd class rail or bus fare)
- Bicycle allowance (at HM Revenue and Customs Authorised Mileage Rate currently 37p per mile)

Other justifiable allowances

Telephone calls, copying, stationery etc should be undertaken using the school facilities, but may be reimbursed (actual cost incurred) where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. All reimbursable costs must be agreed in principle by The Chair of Governors **before they are incurred**.

Claims will be paid in arrears on a case-by-case basis and governors must keep a written record or obtain a receipt, where possible, relating to the expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

The Governing Body will monitor, evaluate and review these payments periodically and at least when HM Revenue and Customs update their guidance.

The budget should be agreed with the School Business Manager, before the claim is submitted and should normally be made within one month from when the expense was incurred. All claims should be supported by receipts and records of journeys undertaken on the forms available from the finance office and approved by the Chair of Governors.

*[Governance Handbook](#) (section 4.6.1, paragraph 50)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf