

# Governor Expenses Policy



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**Responsibility:**

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## Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 and the National Governors' Council, Good Practice Guides for Governors.

These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances that they incur in carrying out their specific duties.

Ringwood Junior School's Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

**Therefore, all governors of Ringwood Junior School (RJS) will be entitled to claim the actual costs, which they incur as follows:**

Governors will be able to claim allowances as specified in this policy providing the allowances are incurred in carrying out their duties, as a Governor or representative of RJS, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.

## Statement of Intent

The Governing Body of Ringwood Junior School is committed to equality for everyone across all aspects of school life. We aim to ensure that equality is incorporated into existing and future policies to eliminate unlawful discrimination, harassment and victimisation and to advance equality of opportunity between different groups with particular emphasis towards the "protected characteristics" now enshrined in the Equality Act 2010.

The School Access Action Plan has been incorporated into the Single Equality Policy to incorporate those duties provided in the Disability Discrimination Act 2005, as amended by the SEN and Disability Act 2014 (SENDA). We aim to reduce and eliminate barriers to access to the curriculum and to full participation in the school community for pupils, and prospective pupils, with a disability.

Where specific duties come into force under the Equality Act 2010, these will be incorporated into the individual policies by the Governing Body's sub-committees to ensure a cohesive framework for the benefit of our school, its staff and visitors to the school. Where appropriate, the committees will have responsibility for publishing equality information and objectives.

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## Expenses

See part 6 of guidance on The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

### ***Allowable Expenses***

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:-

- 1. The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel*
- 2. Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source*
- 3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language*
- 4. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner).*
- 5. Any other justifiable allowances as agreed by the full governing body.*

### ***Non Allowable Expenses***

The Governing Body at RJS acknowledges and accepts that:-

- 1. Governors may not be paid attendance allowance*
- 2. Governors may not be reimbursed for loss of earnings.*

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## **Claims Procedure**

Governors wishing to make claims under these arrangements, should first seek prior approval and then complete a claims form (as attached to this policy), attaching a valid VAT petrol receipt (dated within the week of travel) for mileage expenses, and return it to the School Business Manager. The claim will be submitted for approval by the Chair of Governors or Chair of Finance. Claims will be monitored by the Finance Committee (which meets at least once per term) for final approval.

Receipts or records of costs must support all claims. Payment will normally be made in the form of a cheque

The Governing Body will need to approve all claims once the agreed budget has been exceeded.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance for the Chair of Governors) if they appear excessive or inconsistent.

In the event of any dispute over Governor expenses the decision of the Finance Committee will be final.

## **Audit and Accountability**

The total costs incurred by the governing body in respect of this expenses policy must be reported annually to the full governing body.

All expenses claims will be subject to the normal Local Authority audit arrangements.

All governors' expense claims and the supporting receipts and records will be held by the School Business Manager.

## ***Withdrawal Arrangements***

In accordance with School Governing Regulations, any governor whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in the discussion.

## **Policy Review**

This policy will be reviewed on an annual basis by the Finance Committee and any proposals for changes put to the Full Governing Body for approval.

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# Appendix A

## Ringwood Junior School Claim Form for Governor Expenses

<b>Name:</b>	<b>Date:</b>
<b>Address</b>	<b>Details of claim</b> (e.g. training course etc)
<b>Post Code</b>	

I claim the total sum of £ \_\_\_\_\_ for governor expenses as detailed below. I have attached all relevant receipts to support my claim.

Signed \_\_\_\_\_

<b>Item</b>	<b>£</b>
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Support for governors with special needs	
Support for governors whose first language is not English	
Care arrangements for an elderly or dependent relative	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

Finance committee date .....

Authorised for payment: .....  
(Chair of Governors /Chair of Finance)

Received the above sum in full  
settlement of the above claim .....  
(Claimant)