



THE BELLBIRD PRIMARY SCHOOL

Policy on

Payment of Expenses to School Governors

Spring 2018

(to be reviewed Spring 2021)

1.0 Introduction

1.1 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors for out-of-pocket expenses incurred in the context of carrying out their duties.

1.2 Any claim for expenses has to be met from the school's annual budget and as such this policy on governor expenses is subject to variation or withdrawal if financial circumstances require such action.

1.3 Notwithstanding this, The Bellbird Primary School seeks where possible to remove barriers to wide participation in membership of and work for the governing body and encourages the making of expense claims on the part of individuals if this will help them fulfill their role. Any claims made will be dealt with in a sensitive and confidential way.

2.0 Expenses payable

2.1 Travel and Subsistence

Mileage may be claimed for distances exceeding 5 miles from home for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at HMRC mileage rates for cars and vans (45p per mile when this policy was first agreed in February 2016).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £10 per day.

2.2 Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events.

Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

A governor using FLASH or the Breakfast Club for their children while on school governor business will not be charged.

2.3 Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

2.4 Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

2.5 Other costs

Requests for other reimbursements (e.g. equipment costs etc) will be considered in consultation with the Chair of Governors.

3.0 Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the Chair of Governors or the Chair of the Resources and Partnership Committee and submitted to the School Finance Officer for payment.

Policy Created: February 2016