

# Governors Expenses Policy

<b>Policy amended by:</b>		<b>May 2018</b>
<b>Consultation by:</b>		<b>May 2018</b>
<b>Reviewed and recommended by:</b>	<b>Resources Committee</b>	<b>November 2021</b>
<b>Approved by:</b>	<b>Full Governing Body</b>	
<b>To be Reviewed by:</b>	<b>Resources Committee</b>	<b>November 2022</b>

## **Governors' Expenses Policy**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. The Henry Beaufort School 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.

Members will be able to claim mileage allowance providing the expenses are incurred in carrying out their duties, as a member of the Governing Body.

All members of the Governing Body will be entitled to claim the actual costs that they occur as follows:

- The cost of travel relating only to travel to meetings or training courses more than 5 miles from home, at current HMRC rate per mile, which does not exceed the specified rates for school personnel or
- The cost of reasonable public transport, providing receipt(s) is(are) provided
- Car parking fees
- Babysitting/Childminding fees

The Governing Body acknowledges that members shall not be paid attendance allowance. Members shall not be reimbursed for loss of earnings.

A member of the Governing Body wishing to make claims under these arrangements should complete a claims form (attached, also obtainable from the Bursar), attaching public transport receipts as necessary and return it to the school within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of the Governing Body. The Head Teacher will approve expenses incurred by the Chair of the Governing Body. These will then be forwarded to the Bursar for payment.

Claims may be subject to independent audit and may be investigated by the Chair of the Governing Body (or Head Teacher in respect of the Chair of the Governing Body) if they appear excessive or inconsistent.

The Chair of the Resources Committee will report the total claimed for travel expenditure termly to the FGB.

(Signed) \_\_\_\_\_  
(Head Teacher)

Dated \_\_\_\_\_

(Signed) \_\_\_\_\_  
(Chair of Governing Body)

Dated \_\_\_\_\_

(Signed) \_\_\_\_\_  
(Chair of Resources Committee)

Dated \_\_\_\_\_

# The Henry Beaufort School Governors' Travelling and Expenses Claim Form

Name .....

Course/meeting attended .....

Date of course/meeting .....

Travel from .....

Travel to .....

Car mileage .....at current HMRC rate per mile £ .....

Car park £.....

Train £ .....

Bus £ .....

Babysitting/Childminding fees £ .....

I certify that the above expenses were necessarily incurred by me

Signed ..... Date .....

Approved by Chair of Governors

Signed ..... Date .....