



NORTHFIELD SCHOOL & SPORTS COLLEGE

GOVERNOR EXPENSES POLICY

Version:	5.0
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Policy Review Date:	November 2019

Governors give their time generously for the benefit of the school. So 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, the Governing Body formally agreed the following policy on paying governors' expenses.

Key features of this policy

- Governors can only claim for legitimate expenditure directly incurred in their role as a governor of this school.
- Governors cannot claim an allowance for attendance at meetings.
- Governors cannot claim expenses for loss of earnings.
- Claims must be made on the Governors' Expenses Claim Form.

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.

- Governors can only claim expense for the actual cost incurred. 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.
- It is the responsibility of governors to decide for themselves whether or not to claim.
- Governors should not feel embarrassed about claiming expenses.
- All Governors have access to this policy. The policy will also be made available on request to any prospective governor. The policy and claim form are available on the school website and in the governors' virtual office in FROG.
- The policy will be reviewed annually by the Finance and Resources Committee and any changes agreed by the full Governing Body.

Approved categories

There are five approved categories:

1. Travel and subsistence.
2. Childcare or care for dependents
3. Clerical costs
4. The extra costs incurred for provision of support for disability
5. The extra costs incurred for provision of support when English is not a first language

1. TRAVEL EXPENSES and SUBSISTENCE

Public Transport – reimbursement of the fare upon production of the ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

Own transport - the latest HMRC mileage allowances will be applied. The 2018/19 rates are; Cars – 45p per mile plus 5p per mile per passenger, Motorcycle - 24p per mile and cycle - 20p per mile.

Taxi – reimbursement of the fare upon production of the receipt. A taxi should only be used if the same journey cannot be made by public transport or it is necessary to ensure the safety of a Governor.

Subsistence – all hotel bookings must be agreed in advance and booked via the school bursar. Meal claims must be reasonable and reimbursement will not include alcohol.

2. CHILDCARE OR CARE FOR DEPENDENTS EXPENSES

Subject to agreement on an individual basis and on production of a receipt to prove that expenditure has taken place.

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependents can only be paid in respect of care provided by officially registered carers.

Reimbursement cannot be made for informal caring arrangements.

3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipts)

4. DISABILITY EXPENSES

Subject to agreement on an individual basis and on production of a receipt to prove that expenditure has taken place.

5. EXPENSES FOR GOVERNORS WHOSE FIRST LANGUAGE IS NOT ENGLISH

Subject to agreement on an individual basis and on production of a receipt to prove that expenditure has taken place.

Procedure for Claiming

In order to provide a clear audit trail governors claiming allowances must supply the Director of Business and Finance with a Governor Expense Claim Form and receipts within three working days of the month end.

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

The Director of Business and Finance will allocate the expenditure to the relevant budget, and keep a record together with completed claim forms.

The Finance and Resources Committee will monitor expenditure.

Review

This policy will be reviewed annually.

Data Privacy Statement

Does any review/amendment to this policy have an impact on the security of personal data or rights of individuals?

Yes/No: **Yes**

NORTHFIELD SCHOOL and SPORTS COLLEGE GOVERNING BODY

GOVERNORS' EXPENSES CLAIM FORM

Name:	
I certify that I attended a meeting at:	
Date:	
Chair of Meeting/Course Tutor:	
Meeting Description:	
1. TRAVEL & SUBSISTENCE EXPENSES	Amount
Bus Ticket: (please attach ticket)	£
Own Transport:	
Car mileage: (miles at 45 p per mile)	£
..... (passengers at 5p per mile)	£
Motor cycle mileage: (miles at 24p per mile)	£
Cycle mileage: (miles at 20p per mile)	£
Taxi fare: (please attach receipt)	£
Subsistence: (please attach receipts)	£
2. CHILD CARE/DEPENDENT RELATIVE	
Please request registered child-minder sign and date below and insert amount claimed.	
Name (print):Signature: Date: £	
3. CLERICAL EXPENSES	
Please attach a list of the items purchased and a receipt:	£
4. DISABILITY EXPENSES	£
Please attach receipts	

5. ENGLISH IS NOT THE FIRST LANGUAGE EXPENSES	£
Please attach receipts	
	Total: £
I certify that these expenses were incurred as a direct result of my role as a governor of Northfield School & Sports College	
Name (print):Signature:Date:	

<p>I CERTIFY THAT I HAVE RECEIVED THE RECEIPT/PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY:</p> <p>Director of Business and Finance</p> <p>(please print name):Signature:</p> <p>Date:</p>
<p>I CERTIFY THAT I HAVE RECEIVED: £.....IN RESPECT OF GOVERNORS EXPENSES</p> <p>Claiming Governor</p> <p>(please print name):Signature:</p> <p>Date:</p>