



Hounslow Town Primary School

Governors Allowances & Expenses Policy

Approved by: Full Governing Body **Date:** June 2023

Last reviewed on: November 2021

Next review due by: November 2023

Preamble

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 are required to be mindful that expenses can only be claimed 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.
- 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:
 1. Governors can only claim expense for the actual cost incurred (that is, 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.
 2. It is the responsibility of governors to decide for themselves whether or not to claim.
 3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
 4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.
 5. The policy should be reviewed annually by the Finance Committee and any changes agreed by the full Governing Body.

Approved categories

There are three approved categories:

1. Travel
2. Childcare or care for dependent relative
3. Clerical

1. TRAVEL EXPENSES

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

Car - the latest mileage allowances should be applied.

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

2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

Subject to an agreed maximum per family per session and on production of a receipt to prove that expenditure has taken place. The maximum per session for 2023 is £20.00

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers. Reimbursement cannot be made for informal arrangements with family members.

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 receipt)

Procedure for Claiming

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached pro-forma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

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

The Finance Committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The Headteacher or Finance Officer allocates the expenditure to the relevant budget, and keeps a record together with completed claims pro-formas.

The Finance Committee monitors expenditure and agrees any virement as may be necessary.

GOVERNORS' EXPENSES CLAIM FORM

NAME: _____

I wish to claim £_____ (please insert amount claimed and tick appropriate boxes)

I CERTIFY THAT I ATTENDED A MEETING ON _____ (date) AT _____

_____ Chair of the Meeting/Course Tutor (please print name)

_____ Signature of Chair/Course Tutor

1. TRAVEL EXPENSES

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage _____ cc of car _____

Taxi fare – please attach receipt

2. CHILD CARE / DEPENDENT RELATIVE

Please request registered childminder sign and date below, and insert amount to be claimed above.

Name (print) _____ Signature _____ Date _____

3. CLERICAL EXPENSES

Please attach a list of the items purchased and a receipt to this pro-forma

.....

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

_____ Headteacher or authorised Deputy (please print name)

_____ Signature of Headteacher or Deputy

_____ Date

I CERTIFY THAT I HAVE RECEIVED £_____ IN RESPECT OF GOVERNORS' EXPENSES

_____ Claiming Governor (please print name)

_____ Signature _____ Date