Governor Expenses Policy

Policy Number: **N136**

Policy Owner: **Headteacher/Bursar**

Version: **1.3**

Date: **October 2019**

Policy to be reviewed on or before October 2022

Kesteven and Grantham Girls' School

Contents

1. Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. The Governing body of Kesteven and Grantham Girls' 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.

2. Implementation

From 1st September 2012 all governors of Kesteven and Grantham Girls' School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Kesteven and Grantham Girls' School, as outlined in 3. (Allowable Expenses) below.

Governors will be able to claim for the following, on a case-by-case basis.

3. Allowable Expenses

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel, to meetings/training courses from home, at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
- The rate claimed per mile will be in line with current Inland Revenue Authorised Mileage Rates, shown at www.hmrc.gov.uk/rates/travel.htm;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

4. Non-allowable Expenses

The Governing Body at Kesteven and Grantham Girls' School acknowledges that:

Governors may not be paid attendance allowance;

Governors may not be reimbursed for loss of earnings.

5. Procedure

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts and return it to the School within six weeks of the date when the allowances were incurred, when they will be submitted for approval by the school's Principal and the Company Secretary.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent. A report on expenses claimed by governors in carrying out their duties on behalf of the school will be presented to the Resources Committee annually.

Appendix 1

Claims Form

Name:	**Kesteven and Grantham Girls' School**
Address	**Date Claim Submitted:**
Post Code	**Claim Period:**

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

Signed………………………………………………..

Date	Details of Claim	Mileage if applicable	Total Cost

This form should be submitted to the Clerk to Governors within six weeks of the date when the allowances were incurred. Governors claiming should submit their bank account details to the Bursar to enable BACS payment. Please attach a recent fuel receipt to support mileage claims.

Approved by:

Principal…………………………………………….. Date ……………………………………………

Company Secretary ……………………………….. Date ……………………………………………

When applying for expenses for the first time, or if your bank account details have changed, please complete this section.

Name of Account Holder	Sort Code	Account Number

Configuration History

Version:	Date:	Authors	Contributors
1.0	October 2012	Headteacher/Clerk	
1.1	October 2013		
1.2	October 2016		
1.3	October 2019		

Audit trail of change

Version:	Date	Reason for change
1.0	**October 2012**	**New Policy**
1.1	**October 2013**	**Policy Review**
1.2	**October 2016**	**Policy Review**
1.3	**October 2019**	**Policy Review**

Authorisation

Name	Date	Signature
Mr D Dunbar	October 2019	