

# Bishop Perrin Church of England Primary School

## Governor Expenses Policy

Statutory Policy



*Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.*

<b>Author</b>	Governor Finance Panel
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## 1 INTRODUCTION

Expenses may be claimed by any governor of the school in accordance with this policy and [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#). Eligible expenses must be incurred in the performance of member's duties as a governor. Expenses will be reimbursed at cost.

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 1999. These regulations give Governing Bodies the discretion to pay allowances from the school budget to governors for certain expenses which they incur in carrying out their duties. The School Governing Body believes that paying governors' expenses, 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.

Since September 1st 1999, all Governors of Bishop Perrin School are entitled to claim the actual costs which they incur in attending meetings of the governing body, its committees or Local Authority/LDBS (Diocese) training sessions.

## 2 ELIGIBLE EXPENSES

Governors are able to claim for the following expenses:

- Car mileage from their home or place of work (as appropriate). Maximum of 10 miles in connection with any one meeting, except training sessions where the limit will be 20 miles.
- Travel expenses not exceeding 2nd class travel.
- Taxis with the prior consent of the Chair of Governors or Chair of Finance Panel.
- Care costs for children or elderly or dependent relatives which would not otherwise have been incurred. (Expenses may not be claimed where care is provided by people who routinely provide care, i.e. spouses, partners, relatives or other responsible persons)
- Subsistence: Costs of food, refreshment & accommodation necessarily incurred in the performance of a member's duties will be reimbursed not exceeding the rates listed below.

Governors will also be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Provision of facilities for disabled Governors where appropriate (e.g. audio equipment for a deaf Governor)

- Extra costs incurred in performing their duties either because they have special needs or because English is not their first language

The cost of stationery, photocopying, postage and telephone calls are **not** allowable. Governors can use the school photocopier for governing body business; further assistance with office services can be sought from the School Office.

### **3 CLAIMS**

Governors must use the Governor Expense Claim Form (pg 7) when submitting a claim. The following points need to be adhered to:

- Expense claims should be submitted no later than 1 month after incurring the expense.
- Governors should complete a single expense form covering several expense items to minimise administration.
- All claims must be supported by receipts or records of the costs incurred.
- Claims up to £25 a term must be authorised by the Chair of Governors and passed to the Headteacher for payment.
- The Chair of Governors' claims and any claims of more than £25 a term per governor must be approved by the Governing Body.

### **4 AUDIT AND ACCOUNTABILITY**

The costs incurred by the Governing Body in respect of its expenses must be monitored on a termly basis. If Governors' expenses escalate the Governing Body may consider revising this policy.

All expense claims will be subject to normal LA audit arrangements and all Governors' expenses claims and the supporting receipts and records will be held by the School Business Manager.

### **5 WITHDRAWAL ARRANGEMENTS**

In accordance with School Government Regulations any Governor whose expenses are the subject of consideration at a meeting must withdraw whilst the item is discussed.

### **6 RATES**

Rates for Governor expenses are based on standard HMRC rates listed on the HMRC website - [Expenses and benefits: cash sum payments to employees](#)

## **7 MONITORING AND REVIEW**

This policy will be reviewed every three years by the Finance Panel, with any changes being shared with the Full Governing Body for ratification.

The policy will be updated sooner than two years if there is a change to Government guidance or legislation.

**BISHOP PERRIN SCHOOL  
GOVERNORS' EXPENSES CLAIM FORM**

<b>NAME</b>	
<b>GOVERNOR STATUS</b>	
<b>ADDRESS</b>	
<b>NATURE OF CLAIM</b>	
<b>PERIOD OF CLAIM (dates from/to)</b>	
<b>TRAVEL COSTS (either public transport or .... Miles @ ..... Per mile</b>	
<b>COST OF CARE (.....hours @ ..... Per hour)</b>	
<b>COST AND NATURE OF MATERIALS</b>	
<b>COST AND NATURE OF PROVISION OF FACILITIES FOR DISABLED GOVERNOR</b>	
<b>TOTAL CLAIM</b>	
<b>I approve the payment of this claim, in accordance with the Governor Expenses Policy: Date &amp; Signature of Chair of Governors</b>	
<b>Headteacher's signature (for payment authorisation)</b>	

1. Complete claim form attaching receipts for non-mileage items.
2. Pass on to Chair of Governors for signature of approval, following policy guidelines.
3. Submit to Headteacher for authorisation.
4. Payment will be arranged by the School Business Manager.