



HOLY TRINITY CE PRIMARY SCHOOL  
*Strength for today,  
Bright hope for tomorrow*

## **Policy: Governors' Allowances and Expenses Policy**

**Previous Review:** October 2023

**This Review:** July 2024

**Next Review:** July 2025

**Frequency of Review:** Annually

**Responsible Committee:** Finance, Safeguarding and

HR Committee

# HOLY TRINITY C OF E PRIMARY SCHOOL, NW3

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## **Governors' allowances and Expenses Policy**

### **Scope & Applicability**

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties. The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings. Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax. The Governing Body of Hampstead Parochial CofE Primary School believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community. This policy applies equally to all categories of Governor.

### **Types of allowable expenses**

Examples of where a claim may be made for incurred expenses include the following:

#### Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events.
- Appropriate proof of payment should be submitted.
- This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren). However, if the spouse, partner or other responsible adult is unavailable and the governor is required to attend meetings of the Governing Body or its committees or other agreed activities, such as training events then a claim can be made for consequent childcare costs.

#### Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for child care.

#### Telephone charges, photocopying, stationery, etc

- Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made.
- Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

### Travel and subsistence

- Only in the event that a Governor is travelling outside of the London Borough of Camden on school business should a claim be made.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt

### Special Needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs.

### Other

- This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

### Making a claim

Claims should be submitted on the appropriate claim form (petty cash claim form for Governors attached at end of policy) and should be authorised by either the Chair of Governors or Headteacher and submitted to the school office for payment. Claims of under £50.00 can be reimbursed via cash.

Claims of over £50.00 will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

Holy Trinity Primary School Governor expenses claim form

Name of governor:.....

Term for which claim submitted .....

*Care arrangements:*

Date	Meeting/Course	Name of carer	No. of hours	Total claim

*Travel:*

Date	Meeting/course	Method of travel	No. of miles	Total claim

*Other*

Date	Details of expenditure	Total claim

I would like to claim reimbursement for the above amounts. I have attached supporting receipts for all expenses claimed.

Signed: .....

Date: .....

Authorised (Chair of Governors or Headteacher) .....

**Office use only:**

Date paid .....

Amount paid .....

Cheque number .....