THE BISHOPSWOOD SCHOOLS FEDERATION

Governor Expenses Policy

This policy statement has been developed in accordance with the Education Governor's Allowances) (England) Regulations 2003. 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.

Bishopswood Schools Federation Governing Body believes that paying governor's 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 the delegated budget. This policy is specifically designed to support those Governors who would not be able to undertake the role due to financial hardship. The specific items allowable reflect this objective.

All Governors of Bishopswood Schools Federation will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or Hampshire Education Service governor training sessions, as agreed by the Resources committee and the Governing Body that they are justified before any reimbursable costs are incurred, as follows:

1. CARE ARRANGEMENTS:

- Governors may claim an allowance for Childcare or babysitting expenses, where these are not provided by a relative or partner.
- The allowance will be the actual expenses incurred *or a* maximum of £5 per hour for each child.
- Governors may claim an allowance for care of an elderly or dependent relative, where these are not provided by a relative or partner.
- The allowance will be the actual expenses incurred *or a* maximum of £8 per hour for each dependant.

The Governing Body will pay up to £50 per annum (financial year) in this category of allowance.

2. TRAVEL ARRANGEMENTS:

Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles and does not exceed 15 miles. For journeys over 15 miles,

payments will only be made for specific duties which have prior approval by the Governing Body. (Unless these costs can be claimed from Hampshire Local Authority or any other source).

The Executive Headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.

Governors may claim:

- Actual costs of public transport (including bus and train fares) and tolls for bridges or ferries at standard class fares.
- Costs of car parking
- Taxi fares (The use of taxis is discouraged, but if necessary, reimbursement will be for the actual cost incurred).
- Mileage allowance , in accordance with the Inland Revenue Authorised Mileage Rate, which is currently 45p per mile for car and 24p per mile for motorcycles.

All payments are on the basis that the journey was undertaken and with prior approval. If governors share transport, only the provider can claim.

The Governing Body will pay up to £50 per annum in this category of allowance.

3. MISCELLANEOUS

Governors may also be eligible to claim for the following costs incurred in carrying out their duties, on case-by-case basis and with the prior approval of the Governing Body: -

- Telephone charges
- Postage
- Extra costs incurred whilst performing governor duties either because of special needs or because English is not their first language.

The Governing Body will pay up to £10 per annum in this category of allowance.

4. EXCLUSIONS

The costs of photocopying; printing; ink cartridges and stationery including paper may not be claimed for as governors are able to request copies of all paperwork directly from the school if required. Costs of refreshments are also excluded.

The Governing Body at Bishopswood Schools Federation acknowledges that:

- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings.

CLAIMS

Governors wishing to make claims under these arrangements should complete a claims form (see page 4). Receipts must be supplied to support claims for reimbursement. All claims should be submitted by the end of the term in which they were incurred.

Approval of Payment: Claims will be submitted for approval to the Chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The expense of the Chair of Governors will be submitted for approval to the Chair of the Resources Committee.

ACCOUNTABILITY
The total amount of governors' expenses paid during the year will be disclosed in the Governors' Annual Report to Parents.

Policy Reviewed – November 2019

Next Review – November 2021

Bishopswood Schools Federation

Governors' Expense Claim Form

Name of Governor: _____

Term for which claim submitted (i.e. Spring 2015) _____

Care Arrangement –

Date Meeting / Course Name _____

No of Carer Hours Total _____ Claim (£) _____

Travel –

Date Meeting / Course Name _____

No of Travel Miles Total _____ Claim (£) _____

Other Travel Costs (public transport, parking) _____

Miscellaneous –

Date Meeting / Course Name _____

Nature of Claim _____ Claim (£) _____

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

Signed: _____

Date: _____

Approved (Chair of Governors): _____

Office use:

Date paid …….... Amount paid ……..

Cheque number ……..