




# Chester International School

## *Governors' Allowances and Expenses Policy*

<b>Policy name:</b>	Governors' Allowances and Expenses Policy
<b>Version:</b>	Final
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<b>Date:</b>	23/09/2024
<b>Review period:</b>	Annually

Name	Signature	Date
Katrina Brown <i>Principal</i>		23/09/2024

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## **Statement of intent**

At Chester International School, we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors, and associate members appointed by the governing board, for any expenses, e.g. travel and childcare costs, they have incurred when serving on the board.

This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the school has benefitted from the individual attending in their duty.

The school believes that including reimbursed payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE (2020) 'Governance handbook'

## **2. Roles and responsibilities**

The chair of governors and principal will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

## **3. Governors' allowances**

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors, and associate members appointed by the governing board, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the school. Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the chair of governors in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the principal or chair of governors following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the chair of governors has deemed the circumstances to be beneficial to the school and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

## **4. Expenses eligible for reimbursement**

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the chair of governors:

### **Travel (no subsistence will be considered)**

- Claims for expenses may be made for travel between the governor's household and the school, which will not exceed the annual level of mileage rates published by [HMRC](#)

- The nature of the visit must be specific to their role on the board, e.g. governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated receipt.

### **Childcare**

- In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to an amount agreed by the chair of governors and principal.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

### **Specific needs**

- Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
- The circumstances in which governors can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc.

### **Telephone charges, photocopying, stationery, etc.**

- Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
- Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the school may decide to reimburse in other instances; however, this must be agreed in advance by the chair of governors.

No claims will be considered for remote attendance at meetings or free online training.

## **5. Procedure for claiming expenses**

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the schools' finance team via the email ([finance@tltrust.co.uk](mailto:finance@tltrust.co.uk)). The chair of governors will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the chair of governors. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the chair of governors may refuse requests.

Claims can be made using the forms in [Appendix A](#).

## **6. Monitoring and review**

This policy is reviewed annually by the governing board and the principal. The scheduled review date for this policy is September 2025.

## **Appendix A – Governors’ Allowances Claim Forms**



**EXPENSES CLAIM FORM (NOT MILEAGE OR TRAVEL)**

Staff Name	
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Trip title (if applicable)		Date (if applicable)	
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I wish to claim for the following items:

Item	Purpose	Dept	Qty	£ per unit	Total Cost
				<b>TOTAL COST</b>	£

- I certify that items claimed involve expenditure actually and necessarily incurred in the performance of my duty.
- I attach a VAT receipt for amount claimed.

<b>Bank Name</b>
<b>Branch Name &amp; Address</b>
<b>Branch Sort Code</b>
<b>Name on Account</b>
<b>Account Number (8 digits)</b>
<b>Building Soc Roll Number</b>

Claimant signature		Please print		Date	
Budget Holder signature		Please print		Date	

Office use:

Date	£	VAT £	Code	Dept	Trip	Fund



**EXPENSES CLAIM FORM TRAVEL**

Name	
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Car Details:

Reg No		Engine size	
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I wish to claim only the HMRC rate for mileage  Fuel VAT Receipt attached

Journey details:

Purpose of Visit	
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Date	From	To	Mileage
Total			

NB: You should deduct normal home to school mileage when travelling direct from home.

Other Expenses:

Details (attach receipts)	£	p
Total		

I certify that:

- a At the time of making this journey I held a valid driving licence for the vehicle used
- b All other items claimed involve expenditure actually and necessarily incurred in the performance of my duty.
- c The expenses incurred and the journeys shown were for authorised business travel only and that to the best of my knowledge and belief the claim made is correct.
- d At the time of making this journey my vehicle was roadworthy and covered by a valid MOT certificate

Claimant's signature		Date	
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Authorising signature		Date	
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<b>Bank Name</b>	
<b>Branch Name &amp; Address</b>	
<b>Branch Sort Code</b>	
<b>Name on Account</b>	
<b>Account Number (8 digits)</b>	
<b>Building Soc Roll Number</b>	(If Applicable)



Office use:	Miles	Rate	Total £	Code	Paid by BACS date
Training: Mileage				E0902	
Other: Mileage				E0805	
Training: expenses				E0901	
Other: Expenses				E0804	
<b>Total Claim</b>					