GHYLLSIDE SCHOOL GOVERNING BODY

GOVERNOR ALLOWANCES' POLICY

1. Introduction

This policy has been developed in accordance with The Charity Commission's Trustee Expenses & Payments Guidance (CC11) and also The School Governance (Roles, Procedures & Allowances) (England) Regulations 2013.

2. Background

Academy Schools can choose whether or not to pay allowances to governors. The DfE thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate expenses where governing bodies have set up schemes to make such payments.

Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.

Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates.

Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.

Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

At its meeting on **27th November 2017**, the Governing Body reviewed its policy on the payment of governor allowances and agreed that the following expenses could be claimed by all governors.

3. Travel and Subsistence

Claims may be made in respect of travel and subsistence expenses incurred with regard to training, representing the school or as part of other governor duties but claims in respect of attendance at meetings at the School will not be allowed.

The following rates and allowances will be applicable in respect of legitimate claims:-

i. Where travel is undertaken by public transport, the Standard Class fare will apply.

ii. Where travel is undertaken by governor's own vehicle, the statutory (lower) mileage rate, as defined by HMRC's EIM31240, will apply and is currently:

Car	-	25ppm	Motorcycle	-	24ppm

iii. The use of taxis is actively discouraged and reimbursement of such fares will only be considered in unavoidable circumstances and with the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair.

iv. Subject to the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair, claims for expenses incurred in respect of overnight stays or meals purchased that would not have otherwise been bought, will not exceed the following rates:-

Bed & Breakfast	-	£75.00 (London - £90.00)			
Breakfast	-	£ 6.50	Lunch	-	£13.50
*Tea	-	£ 6.50	Evening Meal	-	£20.00

** Tea and Evening Meal cannot be claimed together*

4. Carer's Expenses

i. Subject to prior arrangement, use of Ghyllside's Out-of-School Club during its opening hours will be offered free of charge.

ii. In exceptional circumstances, consideration will be given to meeting other, unavoidable care costs subject to the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair.

5. Other 'Out of Pocket' Expenses

Consideration will be given to meeting other legitimate costs, subject to the prior agreement of the Chair or, where the Chair is the claimant, the Vice-Chair.

6. Payment of Expenses

Expenses will only be paid following receipt by the School Business Manager of an authorised claim within 3 months of the date on which the expense was incurred. (Claim form attached.)

GHYLLSIDE SCHOOL GOVERNORS

EXPENSES CLAIM FORM

NAME: ____

ADDRESS: ____

BANK SORT CODE: ______________ ACCOUNT NUMBER: ______________________

ALL RECEIPTS MUST BE ATTACHED

Date	Details of Claim	Fare	No. of miles	Rate	Other	Total
	TOTAL CLAIMED					

SIGNED (GOVERNOR): ______________________________________DATE:___________

AUTHORISED (CHAIR/VICE-CHAIR):
_____________________________DATE:___________