



**Cranborne Middle School  
Headteacher Mr Stevens  
Assistant Headteachers Mr Gillott & Mrs Williams**

## **Governors Expenses Policy**

Previous Review Date: November 2024

Review Date:	Reviewed by:	Reviewed and Approved by Finance and Premises Committee	Next Review Due:
November 2025	Finance Officer and F & P Committee	24 <sup>th</sup> November 2025	December 2026

Cranborne Middle School - Governor Expenses Policy  
Full Governing Body April 2022  
Reviewed by F & P Committee

## Overview

This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Cranborne Middle School Governing Body believes that paying governor allowances, 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.

## Key features of this policy

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.
- It is the responsibility of governors to decide for themselves whether or not to claim.
- Governors cannot claim an allowance for attendance at meetings.
- Governors cannot claim expenses for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
- Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.
- The policy should be reviewed annually by the Finance Governor and any changes agreed by the Full Governing Body.
- Governors may be reimbursed for expenses, including care costs (e.g. child, dependent relative), incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. The categories under which expenses may be claimed are set out below:

## Approved categories

There are three approved categories:

1. Travel
2. Childcare or care for dependent relative
3. Clerical

## 1. TRAVEL EXPENSES

**Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

**Travel** – if attending training other than training held at the school, reimbursement of mileage should not exceed the Inland Revenue Authorised Mileage Rate. This is currently 45p per mile for cars.  
For attending a meeting other than a meeting held at the school, the rate per mile is 45p per mile.

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

## 2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

- Subject to an agreed maximum per family per session and on production of a receipt to prove that expenditure has taken place. The maximum per session is £30.
- In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.
- Reimbursement cannot be made for informal arrangements or with family members.

## 3. CLERICAL EXPENSES (stamps, envelopes, photocopying, printer ink, etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipt). The school will provide paper copies of documents, these can be requested from the Clerk.

### Procedure for Claiming

- In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached pro-forma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.
- Claims must be submitted no later than one month of the expenditure being incurred.
- If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Finance Committee, who may in turn seek further guidance, should the need arise.

### Administrative Procedures

- The Headteacher or Finance Officer allocates the expenditure to the relevant budget, and keeps a record together with completed claims pro-formas.
- The Finance Governor monitors expenditure and agrees any virement as may be necessary.
- The school's normal systems for authorising and processing payments will apply to claims made under this policy.

## Appendix 1 – Governors’ Expenses Claim Form

NAME:

I wish to claim £ \_\_\_\_\_ (please insert amount claimed and circle appropriate section)

I CERTIFY THAT I ATTENDED A MEETING/TRAINING ON \_\_\_\_\_ AT \_\_\_\_\_

\_\_\_\_\_ Chair of the Meeting/Course Tutor (please print name)

\_\_\_\_\_ Signature of Chair/Course Tutor

### 1. TRAVEL EXPENSES

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage \_\_\_\_\_ cc of car \_\_\_\_\_

Taxi fare – please attach receipt

### 2. CHILD CARE / DEPENDENT RELATIVE

Please request registered childminder sign and date below, and insert amount to be claimed above.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_

### 3. CLERICAL EXPENSES

Please attach a list of the items purchased and a receipt to this pro-forma

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**I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY**

\_\_\_\_\_ Headteacher or authorised Deputy (please print name)

\_\_\_\_\_ Signature of Headteacher or Deputy

\_\_\_\_\_ Date

I CERTIFY THAT I HAVE RECEIVED £ \_\_\_\_\_ IN RESPECT OF GOVERNORS’ EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)

\_\_\_\_\_ Signature \_\_\_\_\_ Date