

Governors' Expenses Policy

1. Introduction

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations make provision for allowances to be paid to governors or associate members for out of pocket expenses which they incur in carrying out their duties.

2. Aim

Frome College Governing Body believes that the payment of governors' 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 college funds. The specific items allowable reflect this objective.

3. Implementation

Approved duties

From 1st September 2014 all governors of Frome College will be entitled to claim the actual costs which they incur for attendance on approved governor duties. The scheme will apply equally to all governors and associate members, but it is open to any individual to choose whether or not to claim. The list of approved duties is:

- properly convened meetings of the governing body, committees and panels
- other duties designated by the Governing Body
- governor training and briefings
- governors' formal visits to the school
- other duties agreed by the Business Committee on a case by case basis

Casual visits to the school do not qualify.

Governors will be able to claim for the following expenses incurred on approved duties.

Travel

Claims will be reimbursed from the governor's home address. The Principal and any governor employed at the college will not be eligible to claim unless an additional return journey has been made to attend.

Mileage will be paid at the rate per mile agreed annually which does not exceed the specified rates for school personnel or the rates stipulated by HMRC.

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.

Claims for car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Other expenses

- childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner, or other responsible adult who normally lives in the family home);
- cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner, or other responsible adult who normally lives in the family home);
- the extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- any other justifiable allowances that can be met within the budget and are approved by the Business Committee.

The Governing Body at Frome College acknowledges that:

- governors may not be paid an attendance allowance;
- governors may not be reimbursed for loss of earnings.

Making a claim

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the governors website or the Finance Office), attaching a receipt, and return it to the College for approval by the Business Manager. Claims should be made in arrears on a termly basis unless the amount to be claimed is substantial. Claims will not be met unless submitted within two weeks of the start of term.

Monitoring and Evaluation

The Business Manager will include details of Governors' expenses in his/her termly finance report.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

Review

This policy will be reviewed one year after this review and thereafter every three years.

Frome College Governors' Expenses Claim Form

Name:	Name of School:
Address:	Date:
Postcode:	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to:

The Finance Office at the College