

## SHEFFIELD FAMILY OF CATHOLIC SCHOOLS

### GOVERNORS' ALLOWANCES POLICY

Governors give their time generously for the benefit of the school. So that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Academies' articles of association allow for governors to be reimbursed for reasonable expenses. This is at the discretion of the governing body.

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. The School Governing Body believes that paying governors' 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. The specific items allowable reflect this objective.

#### Key features

- 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. The Regulations allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purpose of enabling the individual to perform any duty." These Regulations are not specific but leave it up to the individual governing body to decide what should be eligible.
- Governors cannot claim an allowance for attendance at meetings.
- Governors cannot claim expenses for loss of earnings.
- 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 may be reimbursed for expenses, including child care costs, incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:
  1. 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.
  2. It is the responsibility of governors to decide for themselves whether or not to claim.
  3. The method of claiming expenses should ensure that governors are able to claim without embarrassment.
  4. 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.
  5. The policy should be reviewed annually by the Umbrella Trust and any changes agreed by the full Governing Body of each Academy in the Our Lady Umbrella Trust.

- All members of the governing body are permitted to vote on the nature and rates of allowances irrespective of the rules on declaring direct and indirect financial interests. However, if an individual governor's claim is being considered or approved, that individual must withdraw from the meeting as he or she will have a financial interest in the outcome of the discussion.

## 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.

**Car** - the latest mileage allowances should be applied. The limitations placed on travel and subsistence payments made for travel by private vehicle are obtained from the Inland Revenue who issue approved mileage rates which do not incur tax.

You may pay less than the authorised mileage rates if you wish, but you **may not pay more than the maximum** level of those rates.

The rates are changed annually and can be found on the Inland Revenue website [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)

If you are in doubt about any payments attracting a tax liability you should contact the Inland Revenue for advice.

**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.***

***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 with family members.***

### 3. CLERICAL EXPENSES (stamps, envelopes, photocopying 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)

*Where governors can use the school facilities to do substantial printing, photocopying use of stationary or similar, then it is expected that they use the school facilities in preference to claiming the expenses back for this.*

*Any claim by a governor for the repayment of expenses needs to be evidenced by the provision of receipts which will show the VAT, in line with the school policy covering purchases.*

## **Procedure for Claiming**

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, 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.

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.

The Finance Committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The Headteacher or Finance Officer allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

The Finance Committee monitors expenditure and agrees any virement as may be necessary.

**Review Date:** March 2020

**Next review:** March 2021

**Review Mechanism:** Finance & Premises Committee

## Footnote

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and have been used as a guide to produce this policy. Copies of the Regulations are available from:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/270783/school\\_governance\\_regulations\\_2013\\_departmental\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf)

Notre Dame High School SCHOOL GOVERNING BODY

GOVERNORS' EXPENSES CLAIM FORM

NAME: \_\_\_\_\_

*I wish to claim £\_\_\_\_\_ (please insert amount claimed and tick appropriate boxes)*

I CERTIFY THAT I ATTENDED A MEETING ON \_\_\_\_\_(date)  
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 proforma

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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