Policy Name: Governors Expenses Policy

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Date of Next Review: Spring 2020

SLT Responsible: Business Manager/Bursar

Other Staff

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1. **Policy Statement**

1.1 **Purpose:** to ensure governors are able to claim justifiable out of pocket expenses for costs incurred in undertaking academy business.

Our policy applies to all governors. The main elements to our policy are:

- To define what types of personal cost can be reimbursed as expenses.
- To define what process should be used by governors in making a claim, and what supporting information is required.
- To define how claims are approved and reimbursement made.

This policy has been prepared 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 academy’s annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

1.2 **Aims and objectives:** to ensure that the role of governor at Hayes or Ravens Wood School does not require that individuals are financially impacted. Potential governors should not be put off by concerns over the cost of undertaking the role.

1.3 **Types of Allowable Expense**

The academy will, where requested, reimburse all reasonable, legitimate costs incurred by governors in the course of undertaking their role as a governor.

The following are examples of reasonable costs that may be incurred and will be reimbursed if claimed:

- Costs associated with printing paperwork associated with meetings of the governing body, its committees or other academy meetings;
- Childcare costs and costs for care of elderly or dependent relatives incurred to allow attendance at academy meetings in the role of governor (excluding payments to a current or former spouse/partner and payments to the governor’s own children);
- Telephone and postage costs;
- Travel costs associated with attendance on behalf of the governing body at meetings or conferences remote from the academy.
- Exceptionally, and subject to prior approval by the chair of the governing body, accommodation costs associated with attendance on behalf of the governing body at meetings or conferences remote from the academy.

The following are examples of costs that would not be reimbursed:

- Travel costs for regular meetings held at the academy;
- Childcare costs incurred in attending the academy other than on the business of the governing body, for example, in the role of a parent or teacher.

In addition, the academy will not reimburse governors for any loss of earnings resulting from undertaking the business of the governing body. Neither will the academy pay any form of “attendance allowance”, i.e. a payment for attending meetings. These are not allowed under current regulations.
In case of any uncertainty, a final decision on the reasonableness of any claim will be made by the Chair of Governors. If the governor has any doubt about whether a potential expense will be reimbursed they should check with the Chair of Governors prior to incurring it.

### 1.4 Claims for Expenses

Claims for expenses should be made as follows:

- Claim should be made in writing to the academy’s Business Manager/Bursar, copied to the Chair of Governors.
- Claims should be made as soon as practicable following the expense being incurred in order to assist in monitoring budgets, and in any case within 30 days.
- The claim letter should explain the amount and reason for each expense occurred.
- The letter should be accompanied, wherever possible, by an original VAT receipt for each expense item. If the expense is for an item that cannot be receipted or if there are other circumstances where a receipt is not available this should be explained in the letter.

The incidence of un-receipted expenses will be monitored by the academy's finance department and any concerns over these will be raised with the Chair of Governors to determine what action, if any, should be taken.

Claims will be subject to independent audit.

### 1.5 Reimbursement of Expenses

On receipt of a claim for expenses, the Business Manager/Bursar will review the items to ensure they comply with this policy and to approve reimbursement. Any queries may be raised with the governor making the claim, or with the Chair of Governors.

Once approved, the governor will be reimbursed for the amount claimed. Reimbursement will be in the form of a BACS payment to the governor’s bank account.

Approved expenses will be reimbursed within 30 days of receipt of the claim.

### 1.6 Other Matters

- It is not mandatory for governors to claim expenses for costs incurred in undertaking their role, but a matter for personal choice.
- Misrepresenting the amounts of expense, or the reasons for expenses being incurred is a fraudulent act and may result in further action being taken by the academy.
- Tax implications. This policy is designed so that governors should not be liable for tax on reimbursed expenses. Provided only actual costs of expenses are claimed, the current regulations do not require them to be reported to HMRC.