



Federation of Mill Hill and Woodcroft Primary Schools Governor Allowances Policy

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Co-ordinator responsible for the policy in consultation with the staff and governors:

- Chair of Governors and Clerk

Reviewed: January 2020

Next Review Date: January 2023

The aim of this policy is to ensure that elected members of the Governing Body do not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the Governing Body and that a facility exists that enables the Governing Body to pay reasonable expenses from both the school's budget share (50% split) to Governors who have incurred them. The Federation of Mill Hill and Woodcroft Primary Schools believe 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. This facility should be transparent, compliant with audit requirements and adhere to the principles of the Education (Governors' Allowances) Regulations 2003 and the Hampshire County Council notes for guidance on the payment of Governor allowances. All Governors expenses are reported to Resources as part of each schools budget at every Resources Committee meeting.

Approved Activities and Exemptions

From February 2013, the Governing Body considers that its members should be entitled to claim expenses, on a case by case basis, for the following:

1. formal meetings of the Governing Body and its appointed committees;
2. all meetings, training, visits or events attended by Governors of the Federation, where the attendance has been requested or approved by the Governing Body;

Other Eligible Expenses:

- Childcare or babysitting allowances of £10.00 per hour per family (excluding payments to a current/former spouse or partner);
- Actual cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra cost occurred in performing their duties either because they have special needs or because English is not their first language;
- Occasional assistance with provision of materials (paper etc) for the printing of website documents. Following the introduction of Governor Hub Governors are encouraged to avoid printing and to use online resources as far as practicable;
- Telephone calls, photocopying and postage may be done on school premises using school consumables, so are exempt from the above eligible expenses.

The Governing Body of the federation of Mill Hill Primary School and Woodcroft Primary School acknowledges that:

1. Governors may not be paid an attendance allowances;
2. Governors may not be reimbursed for loss of earnings

Basis and Rates of Payment

For attending any agreed activity, the Governing Body wishes to adopt the following scheme of payments:

1. Travel by rail – 2nd class fare;
2. Travel by bus – the fare actually paid;
3. Travel using own vehicle – at the HMRC approved mileage rate at the time of the expense. (Currently this is 45p per mile for the first 10,000 miles and then 25p per mile thereafter.)
4. Parking fees – as paid via the ticket.

Method of Payment

After consultation with the Inland Revenue, the Local Authority has produced the following advice on how these allowances may be claimed.

Reimbursement

Reimbursement of actual costs incurred for expenses, including parking fees may be made out of petty cash, as there is no profit element. Appropriate receipts, including those for VAT, must be provided.

Claim Forms

Receipts / tickets **MUST** be provided for ALL claims.

All expense claims should be made within four weeks of the occurred expense and must be authorised by Chair of Governors, Head Teacher or Chair of the Resources Committee.

No Governor can authorise their own claim for expenses.

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

Further copies of the relevant claim forms can be obtained by contacting the Clerk to the Governing Body.

Other Information

Use of private vehicles and insurance documentation

Members are reminded that if they use their cars for school governor activities listed above, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

Federation of Mill Hill and Woodcroft Primary School Governor Expense Claim Form for Expenses Incurred

Please note that payment is subject to the requirements of the policy on the payment of allowances to members of the Governing Body and adheres to the principles of the Education (Governors' Allowances) Regulations 2003 and the Hampshire County Council notes for guidance on the payment of governor allowances.

Claims for actual expenses incurred should be presented to the school for payment by cheque from petty cash. Please ensure that you complete all of the requested details in order to avoid a delay in payment.

Name: Date:

Address:.....

Telephone Number

This section must be completed in full and where applicable receipts should be attached

Actual Expenditure Incurred:

Date	Details of expenditure	Amount Claimed
		£
		£
		£
		£
		£
		£
		£
	TOTAL	£

DECLARATION

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the Governing Body.

Signed _____ Date _____

Calculations checked by:

Signature: _____

Role : _____

Authorised by:

Signature: _____

Role : _____

Payment processed by:

Signature: _____

Role : _____

CHQ No : _____

Payment received by:

Signed _____ Date _____