



CONWAY PRIMARY SCHOOL

GOVERNING BODY EXPENSES POLICY

Approved by: Steven Piper (Chair) **Date:** October 2019

Last reviewed on: October 2019

**Next review due
by:** October 2020

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Background

At Conway Primary School we recognise the importance of the work undertaken by the governors on behalf of the school. While this work is entirely voluntary we are committed to ensuring that governors are able to claim reasonable expenses when performing their role. This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003, which allows for the payment of expenses to governors. The governing body believes that by paying governors' expenses, in specific categories as set out below, it ensures equality of opportunity and so this is an appropriate use of the school budget.

Responsibility for the Policy

This policy is owned by the governing body and, unless there is a specific requirement to do otherwise, it will be monitored as part of the governing body's policy review schedule.

Approved on behalf of the Governing Body of Conway Primary School

Signed

Date

Role

Responsibilities and Accountabilities

1. The following describes the individual and collective responsibilities and accountabilities in the delivery of this policy:

The governing body is responsible for:

- ❑ Ensuring that this policy is in place and its effectiveness is monitored
- ❑ Providing the necessary guidance, encouragement and resources to allow this policy to be fully implemented
- ❑ Ensuring the appropriate funding is in place to support the policy

The Chair of the Governing Body and/or the Chair of the Finance and Personnel Committee are responsible for:

- ❑ Pre-approving certain expenses claims described below

The Headteacher is responsible for:

- ❑ Ensuring that the policy is implemented within the school
- ❑ Counter-signing, on behalf of the governing body, all expense claims made by governors

The School Business Manager is responsible for:

- ❑ Handling all day-to-day issues falling within this policy in line with the school's Finance Policy and any other relevant policies and procedures
- ❑ Ensuring all expenses claims are paid promptly
- ❑ Ensuring that full records are kept of all expense claims in line with the Financial Policy
- ❑ Monitoring the spending incurred under the policy and providing an annual report on the use of the policy to the governing body

Categories of Eligible Expenditure

2. The following expenditure claims can be made by governors:

- ❑ Childcare costs (excluding payments to a current/former spouse or partner)
- ❑ Dependent care cost (excluding payments to a current/former spouse or partner)
- ❑ Travel costs
- ❑ Administration cost including, but not exclusively, telephone charges, photocopying, stationery and postage

3. The following expenses claims can only be made when there has been prior consultation with the chair of the governors or chair of the Finance and Personnel Committee

- a. Support for governors with special needs or requirements
- b. Support for governors who require linguistic support
- c. Subsistence costs where they can be claimed from the Local Authority or another source

4. The governing body will approve all reasonable expenses claims not described within this policy although they must be agreed in advance with the chair or governors and/or the chair of the Finance and Personnel Committee. Governors cannot claim for loss of earnings or an attendance allowance.

Payment Rates

5. The following are the rates at which allowances are payable:

- All care cost: Actual costs up to a maximum of the current hourly minimum wage
- Travel costs (Private): In line with the Local Authority's mileage rate(s)ⁱ
- Travel costs (Public): Actual costs limited to second class travel (taxi costs must not exceed £25 per journey)
- Administration cost: Actual costs
- Support for governors with special needs or requirements: Actual costs
- Support for governors who require linguistic support: Actual costs
- Subsistence costs (Food): Actual costs
- Subsistence costs (Accommodation): Actual costs

The Claims Process

5. In order to ensure appropriate accountability the following procedures are in place for all expenses claimed by members of the governing body:

- All claims will be submitted to the School Business Manager on the approved form (Annex A) within one month of the expenditure being incurred (except for telephone calls)
- Claims will be paid by cheque unless bank account details are provided to the School Business manager
- Receipts will be supplied with all claims including where necessary a fuel VAT receipt for private travel claims
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls
- Authorising and processing arrangements for claims made under this policy will be in line with the school's normal systems.

Other Expenses Claims in Connection to the Work of the Governing Body

6. The governing body will consider all reasonable expenses claims from members of staff who are required to attend meetings with the governors when this is not part of their job description.

ⁱ Details are available from the School Business Manager

Conway Primary School	
Governing Body Expenses Claim Form	
Name:	
Date of claim:	
Please describe the nature of the expenses being claimed:	
Amount being claimed	£
This claim was pre-approved by:	Chair of Governors <input type="checkbox"/> Chair of F&P <input type="checkbox"/> Pre-Approval was not required <input type="checkbox"/>
Are the relevant receipts attached?	Yes / No
Please give an explanation why it was not possible to supply the relevant receipts:	
For office use only	
Date claim received	
Date claim paid	
Amount paid	£
Member of staff who dealt with the claim	