

# Newport Infant School

## Payment of Governors' Expenses Policy

Date of Policy Creation	November 2012
Policy Lead	Governing Body
Date of Policy Adoption by Governing Body	November 2012
Frequency of review	Three yearly
Review Due	November 2015

<b>CONTENTS</b>	<b>PAGE NO</b>
<b>1 Duties to which the scheme applies</b>	<b>3</b>
<b>2 Expenses which may be claimed</b>	<b>3</b>
<b>3 Administration</b>	<b>3</b>
<b>Appendix: <i>Governor Expenses Claim Form</i></b>	<b>5</b>

## PAYMENT OF GOVERNORS' EXPENSES

### 1. DUTIES TO WHICH THE SCHEME APPLIES

This Scheme applies to expenses necessarily incurred by any Governor acting as such in the performance of any of the following duties:

- (a) Attendance at any formal meeting of the Governing Body or of any committee, sub-committee or panel thereof;
- (b) Attendance at the school to visit a department in the capacity of a link governor;
- (c) Attendance at any Governor training event or conference approved by the Governors;
- (d) Any attendance required of the Governor as a witness for the Governors in any legal proceedings to which the Governors are a party;
- (e) Any other duty specifically approved by the Governors for the purposes of this Scheme,.

### 2. EXPENSES WHICH MAY BE CLAIMED

2.1 Travel by Private Car - The rate of payment for travel by a Governor's own vehicle shall be at the rate approved for payment to members of staff at the time of the relevant journey. This rate is set so as not to exceed HM Revenue and Customs Authorised Mileage Rate. The mileage which can be claimed is the distance by a direct route between home and the place where the duty is performed or, if that is shorter, the actual distance travelled.

2.2 Travel by Rail, Bus or Taxi - The cheapest available rail/bus and/or taxi fare may be claimed if that mode of transport is reasonably necessary for the performance of any duty. However, for Governors with their own private cars this would only apply to duties not located at the School, unless they live out of county.

2.3 Subsistence - Reasonable out-of-pocket expenses may be claimed for subsistence in the course of any duty not located at the School, the amount not to exceed the rate specified by the Secretary of State under Section 174 of the Local Government Act 1972. The Governing Body will on appropriate occasions provide refreshments at meetings, the cost being charged to the School budget as Governors' expenses.

2.4 Care Costs - Fees may be claimed if reasonably and necessarily incurred for childcare, baby-sitting or care of a dependant relative specifically to enable a Governor to perform any duty to which the Scheme applies.

2.5 Other Expenses - The School Office may be used for telephone calls relating to Governors' duties. Such calls made from home may be the subject of a claim if supported by an itemised telephone bill. Stationery may be obtained from the School Office and the School's internal distribution, postal and photocopying services used for communications on School business.

### 3. ADMINISTRATION

3.1 Claims should be made on a form available from the Headteacher's Secretary (see Appendix) and should be supported by receipts wherever practicable.

3.2 Each completed claim shall be referred to the Chairman of Governors for certification that it appears to be reasonable and authorised by this Scheme. Any claims made by the Chairman will be certified by the Headteacher.

3.3 Payment of claims so certified will be made through the School Office, where records shall be kept and submitted for audit.

3.4 Each Governor on appointment or election will be made aware of this Scheme.

Appendix:

**Governor Expenses Claim Form**

Name of Governor: .....  
(BLOCK CAPITALS)

Claim for expenses in respect of [please state activity, date(s), venue]

*Please complete those parts of the claim form that are applicable and leave other items blank.*

**PART 1 : TRAVEL EXPENSES.**

**Travel by Private Car:** Mileage travelled = ..... [to be reimbursed at current approved mileage rate]

**Travel by Rail, Bus or Taxi:** Amount expended = £..... [please attach receipts/tickets]  
[Please consult the Policy for the method of calculating mileage and for when travel by rail, bus or taxi may be claimed.]

**PART 2 : OTHER EXPENSES.**

**Subsistence expenses** (*only for duties not located at the school*)  
Amount expended = £..... [please attach receipts]

**Care Costs**  
Amount expended = £..... [please attach receipts]

**Calls from own telephone relating to Governors' duties**  
Amount expended = £..... [please attach itemised telephone bill]]

**DECLARATION:**

I declare that the expenses claimed above have all been incurred by me in the performance of my duties as a Governor of the School and in accordance with the Governing Body's Policy.

Signed: .....

Date: .....

**CERTIFICATION BY CHAIR OF GOVERNORS/HEADTEACHER:**

I am satisfied that this is a legitimate and reasonable claim under the terms of the Governing Body's Policy and authorise payment.

Signed: ..... Date .....