

KING INA



CHURCH OF ENGLAND ACADEMY

King Ina C of E Academy

Governors' Allowances and Expenses Policy

Date Adopted: 11th March 2019

Signature: G. LOATS CHAIR

Review Date: March 2021

POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

The Governing Body plays a key role in the success of the Academy. Individual Governors should not be deterred from playing their full part because of incidental costs. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors will not be paid attendance allowances or for any loss of earnings.

POLICY STATEMENT ON GOVERNORS' ALLOWANCES AND EXPENSES

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

1. Travel and subsistence

Mileage may be claimed when the distance/mileage exceeds the normal distance/mileage between governors' home and the academy when governors are required to attend on business related work of the governing body (e.g. meetings, training courses, visits to other providers, etc). Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport, where available, is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.

Mileage allowance will be reimbursed at the following rates:

- Car mileage allowance at HM Revenue and Customs Authorised Mileage Rate, currently 45p per mile
- Motorcycle allowance at HM Revenue and Customs Authorised Mileage Rate, currently 24p per mile
- Bicycle allowance at HM Revenue and Customs Authorised Mileage Rate, currently 20p per mile

2. Childcare or babysitting expenses (actual cost incurred)

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the academy or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a babysitter.

3. Care arrangements for an elderly or dependent relative (actual cost incurred)

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

4. Governors with a special need (actual costs incurred)

Where the academy or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

5. Support for governors whose first language is not English (actual costs incurred)

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

6. **Telephone charges, photocopying costs and stationery** (actual costs incurred)
These may be reimbursed where the governor is unable to use the facilities of the academy in the performance of any duty on behalf of the governing body. Governor must keep a written record or obtain a receipt, where possible, relating to the expenditure so incurred.
7. **Meals** (reasonable and necessary costs incurred)
8. **Accommodation** (arranged by the academy)
When governors are required to attend on business related work of the governing body (e.g. meetings, training courses, visits to other providers, etc) which may require overnight accommodation the need will be assessed by the Chair of Governors and the Headteacher and/or Business Manager. The accommodation will be arranged by the Academy ensuring best value for money.
9. **Claiming**
Claims should be made within one month from when the expense was incurred and prior to the end of the financial year in question. Claims must be made on the academy's Governors' Allowances Claim Form available from the school office and be authorised by the Chair of Governors, or another governor where the Chair is claiming the expenses, and supported by receipts.

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

This policy will be reviewed by the Finance Committee every two years.

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Governors' Allowances – Claim Form

Name:	Date:
Address:	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed

			Net Cost £	VAT £	Total Cost £
Child care/Babysitting expenses					
Care arrangements for an elderly or dependent relative					
Support for governors with special needs					
Support for governors whose first language is not English					
Travel to meetings / training courses by: (<i>please circle</i>) Car Motorcycle Bicycle	Start Mileage				
	Finish Mileage				
	Total miles claimed				
Other Travel Costs					
Subsistence Costs					
Telephone Charges					
Stationery					
Other (<i>please specify</i>)					
TOTAL EXPENSES CLAIMED					

This form should be submitted to: Jenny Bown – Clerk to Governors, King Ina C of E Academy, School Lane, Kirkham Street, Somerton, Somerset, TA11 7NL