



## Governors' Expenses Policy

Recommended by Finance & Premises Committee	
Date: June 2018	
Approved by the Full Governing Body	
Signed:	<i>JR Marshall</i>
Next review due: June 2019	

*Broadoak Mathematics and Computing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## **GOVERNORS' EXPENSES POLICY AND CLAIM FORM**

This policy statement has been developed following the Education (Governors' Allowances) Regulations 1999. These regulations give Governing Bodies the discretion to pay allowances from the college budget to governors for certain expenses which they incur in carrying out their duties.

The Governing Body believes that paying governors' expenses, in specific categories as set out below, is important in ensuring equality of opportunity for all members of the community to contribute to and take part in the Forum, and so is an appropriate use of funds. The specific items allowable reflect this objective.

Governors will be entitled to claim the costs (as detailed in Appendix A) which they incur in attending meetings on behalf of the Governing Body as representatives appointed by decision of the Governing Body or its Committees and reporting back to the Governing Body or its Committees, including:-

1. Childcare or baby-sitting expenses (excluding payments to a current/former spouse or partner).
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner).
3. The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel by private car will be allowable to cover petrol costs only.

Governors will also be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance & Premises Committee:-

4. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
5. Travel and subsistence costs, payable at the current rates shown in Appendix A, associated with attending national meetings or training events, unless these costs can be claimed from another source.

Each governor will be entitled to receive one ream of A4 plain white paper each year, reflecting the use made of electronic communication for meeting agendas, minutes and related papers.

The cost of stationery, photocopying, postage and telephone calls are not allowable, save by prior approval of the Finance & Premises Committee.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts where possible, and return it to the Clerk within One Month of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Governors and payment arranged.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The total amount of governors' expenses paid during the year will be recorded and may be viewed on request by any governor.

This policy is to be reviewed according to the policy review cycle plan by the Finance & Premises Committee.

## Appendix A

Expenses shall be paid in accordance with the following:-

1. For meetings within North Somerset  
Travel by private car, maximum of 50 miles per meeting, to cover petrol costs only at the HMRC rate (currently £0.45 per mile)
2. For meetings and conferences further afield  
Second class rail or public transport rates
3. Where no suitable public transport is available and/or where it is necessary to travel by car, petrol costs will be reimbursed at the HMRC rate (currently £0.45 per mile).  
Reasonable car parking costs will be reimbursed providing receipts are submitted.
4. The maximum subsistence expenses that can be claimed when absence from home satisfies the time criteria are :-

Breakfast (if leaving home before 7.30 a.m.)	£4.57
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Lunch (between 12 noon and 2.00 p.m.)	£6.29
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Tea (if arriving home after 6.30 p.m.)	£2.48
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Evening meal (if arriving home after 8.30 p.m.)	£7.79
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It is not possible to claim for tea and evening meal in the same day

Reasonable overnight expenses will be met in appropriate cases.

5. Costs for childcare will be on the following maximum rate:-

National Minimum Wage

6. Costs for adult care will be on the following maximum rate:-

National Minimum Wage

**Claims for expenses necessarily incurred must be accompanied by relevant receipts.**

### ***Meetings for which expenses may be claimed***

Meetings on behalf of the Governing Body attended as a representative appointed by decision of a Committee and reporting back to that Committee

### ***Meetings for which expenses may not be claimed***

LA working parties where membership is by invitation of the LA

Any meeting where expenses can be claimed from another organization.

# GOVERNOR'S EXPENSES CLAIM FORM

<b>Name:</b>	<b>Meeting/ Training Course Title:</b>
<b>Address:</b>	
	<b>Date and Time:</b>
	<b>Venue:</b>
<b>Postcode:</b>	

Dates and Times Particulars of journey, including details of travel fares/mileage, subsistence and care costs. VAT receipts to be produced where appropriate	Travel		Subsistence/Care		Total	
	£	p	£	p	£	p
<b>TOTAL CLAIMED</b>						

**Preferred payment method:    CHEQUE / BACS (please circle)**

For BACS payments please provide the following information:-

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Email address for remittance advice: \_\_\_\_\_

<i>I certify that the sums claimed are correct</i> Signed (by claimant):	Date:
Authorised by:  (Authorised signatory only) Date:   Please return to Finance Office at the College	Invoice Number:
	Authorised Payment:
	Processed Payment:
	BAC's Reference: