

Governors' Allowances (Paying Governors' Expenses) Policy

Ffederasiwn Ysgolion **Llanidloes** Schools Federation



Status	Version 1
Policy Author	Daniel Owen / Elen Chenetier
Date of Issue	27.04.2022
Date of Review	31.01.2024
Agreed by	Governing Body
Next Review Date	Spring 2026
Authorisation	Chair of the Governing Body Date: 31.01.2024 Signature:

The Governing Body believes that paying governors' expenses in certain categories is important in ensuring equality of opportunity to serve as governors for all members of the school's community and so is an appropriate use of school funds.

As from 27 April 2022, all governors of Llanidloes Schools' Federation will be entitled to claim the actual costs which they incur in attending meetings and training, namely:

- Childcare or babysitting expenses (*excluding payments to a current or former spouse or partner or older siblings*);
- Care arrangements for an elderly or dependent relative (*excluding payments to a current or former spouse or partner*);
- The cost of travel from home or place of work (as appropriate) by the least expensive means (*travel by private car will be reimbursed at the maximum HM Revenue & Custom (HMRC) approved mileage allowance which does not incur tax, currently 45p per mile*).

Governors will also be able to claim for the following, subject to the necessary proof of purchase, on a case-by-case basis and with the prior approval of the headteacher and Chair of the Governing Body:

- Support for governors with special needs (*the extra costs incurred*);
- Support for governors whose first language is not English or Welsh (as appropriate) (*the extra costs incurred*);
- Travel and subsistence costs associated with attending training events and other meetings undertaken in the course of their duties, unless these costs can be claimed from another source, for example, the local authority;
- Clerical expenses (postage, stationery, photocopying, telephone calls, etc.).

The following expenditure **cannot** be claimed:

- Attendance allowances
- Loss of earnings

Levels of Reimbursement

- Public transport – reimbursement of fare on production of ticket;
- Car – in line with the latest HMRC Approved Mileage Allowance;
- Taxi – reimbursement of fare upon production of receipt. NOTE A taxi should only be considered if the same journey could not be made by public transport or to ensure the safety of a governor;
- Childcare or dependent relative care – subject to a maximum of £20.00 per family per session and on production of a receipt (or signed pro forma) to prove that expenditure has taken place;
- Clerical expenses – as required, but subject to proof of purchase, for example, till receipt. The schools' photocopiers can be used for Governing Body business; further assistance with office services can be sought from the school office, subject to other demands on staff time.

Claiming

Governors can only claim incurred cost i.e. the cost must have been incurred before it can be reimbursed.

In order to provide a clear audit trail, governors wishing to make a claim should complete an expenses claim form within two weeks of the date when the expenses were incurred, providing proof of attendance at the meeting or training course (signature of chair of meeting or course tutor) and proof that expenditure has been incurred (receipt or signature of babysitter / carer). Expenses claim forms should be passed to the Clerk to the Governing Body for forwarding to the Authority.

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

Payment

All payments for governors' expenses will be processed through the Council's expenses system and will normally be made within a month of the claim being submitted.

Reporting Arrangements

The Clerk to the Governing Body will be responsible for keeping a record of expenditure.

The total amount of governors' expenses paid during the year will be recorded in the Annual Report to Parents.

Governor expenses will be met from the school's delegated budget.

Review Arrangements

This policy will be reviewed annually by the full Governing Body and amended as appropriate.

All existing governors (and new governors at their first meeting) will be given a copy of this policy. Governors should decide for themselves whether or not to claim and should feel able to do so without embarrassment.

CYNGOR SIR POWYS COUNTY COUNCIL EXPENSES CLAIM

Staff Number _____ **Full Name** _____

Address _____

Dept. _____ **Post** _____ **Base** _____

Make of Vehicle _____ **Reg. No.** _____ **Cubic capacity** _____ **cc** _____

Vehicle Type L = Leased E = Essential C = Casual <input type="checkbox"/>	Period of Claim Month <input type="text"/> Year <input type="text"/>	If FIRST claim enter date of commencement or if LEAVER enter date of leaving	<table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 10%;">D</td><td style="width: 10%;">D</td><td style="width: 10%;">M</td><td style="width: 10%;">M</td><td style="width: 10%;">Y</td><td style="width: 10%;">Y</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	D	D	M	M	Y	Y						
D	D	M	M	Y	Y										

Mileage Claimed	Actual Business Miles	Business Miles Claimed	T/C	VAT Receipts /N	Y	User Rate	Expenditure Code	Project
Official Mileage			N					
Official Mileage			N					
Home - Duty			H					
Training			T					
Disturbance			D					
Interview			I					
TOTAL from overleaf								

***** USER RATES**

A = Family Aide/Home Help	FF = DSO Catering Rate	K = DSO Cleaning Rate
C = Casual	Secondary Rate	L = Leased Cars
D = Disturbance/Removal	I = Interview Expenses	P = Post Entry Training
E = Essential	J = Home Tutor Rate	S = Social Svcs Training
F = DSO Catering Rate		T = Teachers Courses etc

All mileage claims in respect of a journey from home direct to a temporary workplace, or a temporary workplace direct to home should adhere to the following rule: **Mileage claimed is the lesser of (i) the actual journey between home and temporary workplace; and (ii) a journey between the normal place of work and the temporary place of work.**

Pay Code	Subsistence & Other Expenses Claimed	Sundries Incurred £ p	Sundries Claimed £ p	VAT inc. Y / N	VAT amount £ p	Expenditure Code	Project
402	Subsistence						
402	Subsistence						
213	Home Telephone Refund (Tax.)			Y			
416	Telephone Refund (Calls)			Y			
406	Subscriptions						
412	Training Fees/Books						
407	Disturbance/Removal Expenses						
400	Sundry Expenses						
400	Sundry Expenses						
408	Other Travel (Rail, Parking etc)						
TOTAL - from overleaf							

I CERTIFY

- (i) That the journeys recorded overleaf were undertaken by me and/or my vehicle and were necessary to the performance of official duties.
- (ii) That the description of each journey is correct, that the expenses were necessarily disbursed as stated and that the claim now made is in accordance with the Council's regulations and relates only to official journeys and duties.
- (iii) That the conditions attached to the payment of mileage allowances as set out in the National Conditions of service for APT&C staff have been observed.
- (iv) That where business mileage has been claimed:-
 - the driver of that vehicle holds a valid driving licence
 - the vehicle is roadworthy and where applicable has a valid MOT certificate
 - the driver and/or vehicle has adequate insurance including "business use" where applicable (not applicable to vehicles owned, leased or officially hired to PCC) and agree to indemnify PCC from and against any and all loss damage or liability and including legal fees and costs incurred by PCC resulting from any failure to provide such adequate insurance
 - the employee has received and read the Drivers Handbook and has returned the Driver Declaration

Signed: _____ **Date:** _____
(governor)

I certify that the claim has been examined and approved in accordance with the Council's Financial Regulations.

Signed: _____ **Date:** _____
(authorised signatory)