

Governor Expenses Policy

**(Scheme for the Reimbursement of Expenses to School
Governors)**

Version 3.0

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Reviewer:	H. Chamberlain
Governor Link:	Chair of Resources

GOVERNOR EXPENSES POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

A. Statement of Principle

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs. Additionally, governors should not incur personal costs as a consequence of their decision to volunteer to serve as members of the governing body. It is at the discretion of individual governors as to whether they choose to claim reimbursement of expenses or not. The Governance Handbook (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

This policy complies with our funding agreement and articles of association.

B. Requirements and Procedures

1. Costs Which May Be Reimbursed:

It is agreed that the following expenses could be claimed:

- 1.1. childcare or babysitting (other than done by a resident and responsible person at the home address) shall be reimbursed at a rate equivalent to the prevailing London Living Wage (LLW);
- 1.2. care arrangements for a dependent (as above) shall also be reimbursed at a rate equivalent to the prevailing LLW;
- 1.3. support for governors whose first language is not English (e.g. translations);
- 1.4. support for governors with special needs (e.g. audio equipment);
- 1.5. telephone charges, photocopying, home printing and stationery, etc;
- 1.6. travel expenses incurred to attend events/meetings/training sessions beyond 3 miles of a governor's home through the use of private cars/motor cycles shall be reimbursed at the prevailing Inland Revenue Authorised Mileage Rate.
- 1.7. travel expenses incurred to attend events/meetings/training sessions beyond 3 miles of a governor's home through the use of public transport will be reimbursed at the actual cost;

- 1.8. where a governor does not have the use of their own car and is required to stay later than 9pm, or if it would not be reasonable to expect the governor to use public transport, the actual cost incurred for the hire of a taxi or similar road transport will be reimbursed.

2. Procedures for Making and Settling Claims

- 2.1. Claims should be submitted on a termly basis to the School Finance Officer.
- 2.2. Claims must be made in writing (using an EBS Governors' Expenses claim form)
- 2.3. Claims for reimbursement of expenses should be supported by receipts, except where it is impractical to expect this where very small amounts are claimed.
- 2.4. Claims for £50 or less must be authorised by the Chair of Governors or Chair of Resources before payment. If either of these is the claimant, then authorisation must be by the other.
- 2.5. Claims for more than £50 must be authorised by both the Chair of Governors and Chair of Resources. If either of these is the claimant, then authorisation must be by the other and the Headteacher.
- 2.6. Claims will be reimbursed by BACS to the Governor's nominated bank account.

3. Arrangements for Monitoring and Evaluation

- 3.1. The Finance Committee will monitor and evaluate the impact of the scheme annually with reference to the attendance records of governors at meetings and to the total sum paid out.