



Governor Expenses Policy

Date	Written/ Reviewed by	Agreed by governors	Next due for review
March 2023	Matthew McGrady	March 2023	March 2024
March 2024	All Governors	March 2024	March 2025

**BEDS-created
Non-statutory
1-year review cycle**

Believe to achieve! "Roots will grow down into God's love and keep us strong." Eph 3:17

Values: Friendship, Respect, Trust, Courage, Perseverance, Thankfulness

Brinkworth Earl Danby's is committed to providing a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised. We believe as a community that each child can reach their vocational potential. We believe each child is of unique worth made in the image of God. We believe in each child being the best that they can be and finding their place in the world. We believe in: a child's potential; being part of a community; being the best you can be.

In partnership with parents/carers, we aim to:

- create a happy, caring atmosphere in which each child feels secure and valued within an environment which is stimulating and attractive
- meet each child's needs physically, creatively, intellectually, emotionally and socially
- educate children about a diverse society and world in order to promote understanding and positive attitudes
- help the child acquire a set of moral and spiritual values that reflect our designation as a Church of England Voluntary Controlled Primary School
- inspire each child to be an enthusiastic learner and develop capabilities and attributes that 'build learning power'
- enable pupils to become confident and responsible citizens

Our ethos underpins our unique culture and behavior in our Church of England School. Our children are at the centre of every decision made. We always ask 'of what benefit will this be to our children? Will this help support them to be the best they can be?' We go the extra mile. Whether it is staff, parents, children, governors or community members, we choose to make that extra effort for a better outcome for individuals and for our school community.

This policy is written with our vision, values, ethos and aims at its heart.

Governor Expenses Policy

1. Purpose

This Policy Document sets out the arrangements for allowances, otherwise understood as the reimbursement of expenses, incurred by Governors of Brinkworth Earl Danby's C of E Primary School. The Maintained Schools Governance Guide (paragraph 4.11.1) says the boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with the school's agreed policy. The legislation on governor's allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

2. Definitions

"Expenses" shall be expenditure incurred by Governors wholly and necessarily for the purpose of performing the duties of a Governor but does not include loss of earnings for attending meetings. Expenses will only be reimbursed under the specific heads of claim listed in this Policy.

"Governors" shall include Associate Governors and Governors temporarily co-opted onto the board for the purposes of a specific task.

3. Procedure

Claims for reimbursement of expenses shall be submitted to the Clerk of Governors on a claim form, see Appendix A. Payments will be made via the school office.

A receipt must be provided in respect of any claim other than travel expenses incurred through the use of a private car, pedal cycle or motorcycle.

Prior to payment, the Chair of Governors will be required to endorse each claim (other than claims for his/her own expenses which will be required to be endorsed by the Vice-Chair of Governors).

4. Audit

The school office will maintain records of all expenses payments to Governors. At the end of the financial year, a report will be prepared and submitted to the Full Board of Governors for audit. The total amount of expenses will be noted in the Governing Body's Annual Report to Parents.

5. Travel Expenses

Travel expenses will be paid for the following categories of journey only:

- to formal meetings of the whole Governing Body.
- to other formal meetings, i.e. of committees, statutory panels, working parties, selection panels.
- to specific non Local Authority Governor training events, as agreed by the Governing Body.

Note that the Local Authority reimburses travelling costs to training courses they run and expenses for these courses must be claimed direct from the Wiltshire Council using their claims procedures.

5.1 Motoring Expenses

Payment will be at the HMRC published rate. The Maintained Schools Governance Guide states that travel expenses MUST not exceed the HMRC approved mileage rates. The current rate for cars and vans (effective from 5 April 2023) is 45p/mile. For motorcycles it is 24p per mile and for bicycles it is 20p per mile. <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances> refers.

The mileage which can be claimed will be the number of miles from home to the venue of the meeting/event or the actual miles travelled on such occasions, whichever is the lesser figure. For example, a Governor travelling to a meeting at a school from his/her place of employment would claim the actual mileage if that were a shorter distance than travelling from home. No additional payments are made for passengers.

5.2 Public Transport

Payment will be made to the value of the receipt for the journey.

6. Care arrangements

Reimbursement can be made for the care of dependants whilst undertaking Governor duties;

- Child care or babysitting arrangements – payment will be at a rate not exceeding £10.00 per hour.
- Care for an elderly or dependent relative – payment will be at a rate not exceeding £12.00 per hour.

Receipts must be provided. Payment cannot be claimed for an immediate family member or an adult living at the same address providing care.

7. Other Expenses and Issues

7.1 Telephone charges, photocopying, stationery, etc.

Payment will be made to the value of the amount of the receipt. in respect of photocopying, postage stamps or stationery. An itemised bill should be presented in support of a claim for payment for telephone calls. Governors are reminded that the school facilities are available for the above tasks and should be used wherever possible.

7.2 Support for Governors with special needs (eg Audio equipment)

The Governing Body will consider appropriate support for individual cases as they arise.

7.3 Support for Governors whose first language is not English (eg Translations)

The Governing Body will consider appropriate support for individual cases as they arise.

8. Subsistence

The Governing Body has not adopted a subsistence scheme, but will, on appropriate occasions, provide refreshments for particular meetings. On such occasions, and by specific prior agreement of the Governing Body, the actual costs of such refreshments will be charged to the school budget as Governors' expenses and the total of such payments in each financial year will be included in the Annual Report to Parents.