



PHILIPS HIGH SCHOOL

GOVERNORS' EXPENSES POLICY

Revised: Sept 2023

1. Introduction

This policy applies equally to all Governors (or Associate Members of the Governing Body) who are members of Committees and details which expenses are payable, incurred as a result of attendance on "*Approved Duties*" (as listed below). *It is always open to any individual to choose whether or not to claim, irrespective of the School's approved policy.*

1.1 The expenses which may be claimed are summarised below:

Travel expenses.

All Claims submitted for payment must be supported by a valid receipt.

1.2 Approved Duties.

The following is a list of activities that the Governing Body have deemed an "*Approved Duty*" for the purpose of claiming expenses under this policy:

Properly convened full Governing Body meetings.
Properly convened Sub-Committee meetings of the Governing Body.
Attending Training Sessions.

It should be noted that casual visits to the School by any Governor will not qualify for payment under this policy.

Allowable Expenses.

Governors may only claim expenses in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its' Sub-Committees, undertaking Governor Development and otherwise acting on behalf of the Governing Body. Governors' expenses are not subject to tax as long as only actual expenditure is reimbursed and a valid receipt has been attached to the Claim Form.

Expenses not allowed.

1. Governors cannot claim "Attendance Allowances", i.e. payment for actually attending either Governing Body or Sub-Committee Meetings.
2. Governors may not be reimbursed for loss of Earnings.

2. Travel Expenses.

Where the journey from home to School (or vice-versa), by the shortest practicable route, exceeds **3 miles** then Travelling Expenses for the **excess** mileage will be payable at the approved Mileage Rate determined by HMRC. The Headteacher and any Governor employed at the School will not be eligible to claim unless returning to School having travelled home prior to attending the approved duty.

All payments are on the basis that the journey was actually undertaken and expenditure necessarily incurred. Wherever possible Governors should co-ordinate travel arrangements to minimise the costs to the School.

Governors may claim:

1. The actual cost of Standard Rate Public Transport including bus and train fares (cheap rate fares should be used where they are available).

2. Taxi fares (in exceptional circumstances i.e. no other transport options available and attendance essential).

Governors claiming mileage must hold a current Full Driving Licence. All vehicles used on School business must be taxed, have a valid MOT Certificate (if older than 3 years) and a current Insurance Policy. The Insurance Policy must include cover for Business Use and indemnify the School against all Third Party claims (including those concerning passengers) when the vehicle is used on official business. If the insurance covers: "Social, Domestic and Pleasure Only" the whole policy will be invalid if the vehicle is used for School business. The School Office will need to see the original documents referred to above, prior to any claim being paid. In line with current Health & Safety requirements: annual reviews of Driving Licences will be required.

Mileage claimable must be calculated on the basis of the shortest, most practical route for the journey. Where it is reasonable to use Public Transport then Governors will be expected to do so.

Under no circumstances will the School reimburse the following: Car Parking Fees, Speeding Tickets, damage to a vehicle whilst on official duties or the costs associated with any offences under the Road Traffic Acts.

3. Childcare and Baby - Sitting Costs.

Governors may claim towards Childcare costs incurred whilst on approved duties. The allowance will be up to a maximum of £2.50 per hour.

The maximum amount payable will be up to £50 per annum for this Category of Expense.

4. Payment of Expenses.

Expense claims will only be paid if submitted on the approved Form, attached at *Appendix 1* to this Policy. Unless substantial sums are involved, Governors should claim termly in arrears and Claim Forms must be submitted to the Chair of Governors for review and approval. The Vice-Chair will authorise payments in respect of any claims made by the Chair of Governors.

The Chair of Governors, Headteacher and School Business Manager have the right to request additional evidence to support any Expense Claims made under this Policy. The School Business Manager will maintain a record of Claims made including: Name, Date, Amount and the Reason for the Claim, for Budget monitoring purposes. Governors' Expenses are subject to the LA's auditing arrangements (both internal and external) and this Policy must be complied with in all cases.

All Claims must be supported by a valid receipt, e.g. Bus Ticket, Child Care Receipt etc. All receipts that contain VAT must be retained by the School in accordance with current VAT legislation.

Claims outstanding for more than 6 months will not be accepted.

To make payment, the Governor will need to be set up as a vendor on the School's finance system. Information will be required to complete this process including Bank details.

In the event of inappropriate or potentially fraudulent Expense Claims being submitted to the School, these must be immediately referred to the Chair of Governors and the LA's Director of Finance.

5. Policy Review.

This policy will be reviewed annually and following any changes in the relevant legislation.

Appendix 1.

Governors' Claim Form

Name:	Period of Claim:
Address:	Type of Expenses Claimed (Travel/Childcare):
Meeting or Training Attended:	Amount Claimed.

I certify that the Expenditure stated above was actually and necessarily incurred in connection with my duties as a Governor/Associate Member * of the Governing Body of Philips High School. Relevant receipts are attached to support my Claim for reimbursement of Expenses. Where mileage expenses are claimed, I can confirm that a Motor Vehicle Policy is in place covering me to use the vehicle for Business purposes which indemnifies the School against Third Party Claims.

Signed: Date:

I confirm that I have checked and approved the Expenses claimed:

Signed (Chair of Governors) Date:

* Delete as necessary.