

GOVERNOR EXPENSES POLICY

Purpose

The policy details the standards, procedures and guidance so as to ensure that school funds are expensed appropriately, authorised and properly monitored, controlled and tracked.

All expenditure should be as much as possible pre-approved by the clerk to governors. Requests should be sent to Kamal Choudhary our clerk to governors. His e-mail is: clerktogovernors@stgeorges.wirral.sch.uk.

These requests are very rare. Our governors generally never claim for expenses. However, working as volunteers we believe that is not fair or sustainable.

Scope

1. Governors, including the clerk and co-opted members, have the right to claim reimbursement of out of pocket expenses which are reasonably and necessarily incurred resulting from service to the school or participating in Wirral Governors forum events. The following are examples:

- child care costs for the duration of attendance to, on and return from School business travel;
- costs (car or public transport) to governors' meetings, sub-committee meetings, workshops, training courses or any journey linked to the School;
- meals;
- accommodation;
- parking.

2. Governors may not claim an attendance allowance for any meetings or training.

3. Expenses must be claimed on the appropriate form and receipts must be provided to substantiate claims. Governors are expected to claim costs monthly. Claims older than 3 months will not be repaid.

4. It is the responsibility of each governor to ensure that each claim is accurate. Claims should be made on the attached form.

5. All expenses must be wholly and necessarily incurred for school business. Governors will not be eligible to for example claim for meal costs where food is provided as part of the meeting/event.

6. When possible we will try and pay for expenses in advance. Good examples would be accommodation or rail travel. Pre booking requests should be sent to:

Kamal Choudhary our clerk to governors. His e-mail is clerktogovernors@stgeorges.wirral.sch.uk and

John Evans the school's finance officer. His e-mail address is john.evans.t@stgeorges.wirral.sch.uk

Travel Expenses

1. Mileage will be reimbursed at the rate of 35p per mile.

- It is the car owners responsibility to ensure that any vehicle used to claim expenses is roadworthy, covered by relevant insurance, MOT and road tax. Governors should check if they need business insurance as part of their policy cover. This is usually provided at no cost.
- The school is not responsible for any damage to the governor's car nor any injury to the driver or fellow passenger whilst the car is being used for school business.
- The school cannot accept responsibility for any fine incurred by the governor (whether parking or any other driving offence) whilst he/she is travelling on behalf of the school.

2. Rail travel will be reimbursed at the cost of the lowest cost logical standard class ticket. In most cases we hope to pre-book train tickets.

3. A taxi may be made used for a short journey e.g. travel to and from a station or to a nearby meeting. A receipt must be produced. This can be paid or via e-recipient (UBER etc).

Subsistence & Accommodation

1. The following reimbursement may be sought:

- breakfast up to £5.00
- lunch up to £10.00

- evening meal up to £15.00
2. An overnight accommodation allowance may be claimed in the following circumstances:
- Attendance at an event which starts before 9.30am or ends after 7.30pm and is at least 75 miles (or a two hour journey) from home
 - When the event and the return travelling time lasts at least 12 hours
 - When the event lasts more than one day and it costs less to stay overnight than return home
 - The cost of overnight accommodation must be reasonable (no more than £100.00 per night for B&B). A receipt must be produced.

In most cases we hope to pre-book any accommodation.

Childcare Costs

Childcare costs will be paid at maximum rate of £20.00 per half day and 430.00 per full day for anybody incurring charges whilst on Governing Body duty.

Making Claims

Claims must be processed using the attached form and sent to Tara Knight the school's Business & Finance Officer. Her e-mail address is john.evans@stgeorges.wirral.sch.uk

Clerk or Finance Manager will send claims to the head teacher for approval if required.

Compliance & Control

1. If a pay claim is denied by the clerk or school's finance office governors can appeal to the Chair.
2. If the Head Teacher (in their role as Ex-officio) expresses any concerns regarding the validity of any expense claim made by any governor, the opinion of the Chair will be sought after discussion with the member concerned.

The Chair's decision will be final.

3. The School will anonymously publish expense claims made by Governors. These will be reviewed on annual basis by the Finance Committee and minuted in those meetings.

Name of Governor:		Date:	
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Details of meeting/training that claim is in relation to (please include venue, date etc)	
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Nature of claim	Details	Amount	Receipts		Approval by clerk	
Any childcare cost claim			Y	N	Y	N
Car Travel Claim at 30p per mile			Y	N	Y	N
Any rail travel costs (2 nd class travel only and receipts required)			Y	N	Y	N
Any taxi travel costs (receipts required)			Y	N	Y	N
Any accommodation costs (receipts required)			Y	N	Y	N
Any subsistence claims <ul style="list-style-type: none"> breakfast £5.00 lunch £7.00 dinner £12.00 			Y	N	Y	N

Total:		Signed:	
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OFFICE ONLY:

Processed by:			
Date:			
Amount Paid:			
Payment Process:	BACs	Cheque	Petty Cash

