



### Governors Expenses Policy

This policy statement has been developed in accordance with the Education (Governor's Allowances) (England) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school budget to governors for certain expenses which they incur in carrying out their duties.

Sunningdale School Governing Body believes that paying governor's expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of the delegated budget. The specific items allowable reflect this objective.

All Governors of Sunningdale school will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its Committees or Sunderland Education Service governor training sessions.

#### Care arrangements:

1. Childcare or babysitting expenses, where these are not provided by a relative or partner.
2. Cost of care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

#### Travel:

3. The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel in a private car will be allowable at 40p per mile (maximum of 10 miles in connections with any one meeting, except training sessions where the limit will be 20 miles) to cover petrol costs only. Taxi costs will also be met.
4. Governors will also be able to claim the following, on case-by-case basis and with the prior approval of the Governing Body:
  - The extra cost they incur in performing their duties either because they have special needs or because English is not their first language;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the

#### Allowance Rates

Rates at which allowances are paid are as follows:

Care Arrangement: Actual cost incurred, up to a maximum of £8.00 per

hour.

**Travel:** For public transport, actual cost incurred at standard class fares. For vehicle use, if public transport is not reasonable, in accordance with the Inland Revenue Authorised Mileage Rate, which is currently 40p per mile for car and 24p per mile for motorcycles. The use of taxis is discouraged, but if necessary, reimbursement will be for the actual cost incurred.

Governors wishing to make claims under these arrangements should complete a claims form (see attached). Receipts must be supplied to support claims for reimbursement. All claims should be submitted by the end of the term in which they were incurred.

#### **Approval of Payment**

Claims will be submitted for approval to the Chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The expense of the Chair of Governors will be submitted for approval to the Chair of the Finance and Human Resources Committee.

#### **Accountability**

The total amount of governors' expenses paid during the year will be disclosed on an annual basis at the end of the financial year.

**Sunningdale School**  
**Governors' Expense Claim Form**

Name of Governor: \_\_\_\_\_

Term for which claim submitted (i.e. Autumn 2012)

\_\_\_\_\_

*Care Arrangement*

DATE	MEETING/COURSE	NAME OF CARER	HOURS	TOTAL CLAIM

*Travel*

DATE	MEETING/COURSE	METHOD OF TRAVEL	MILES	TOTAL CLAIM

I would like to claim reimbursement for the above amounts. I have attached supporting receipts for all expenses claimed.

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Approved (Chair of Governors):

\_\_\_\_\_

Office use:

Date paid .....

Amount paid .....

Cheque number .....

Policy agreed by:

Headteacher: \_\_\_\_\_

Governing Body: \_\_\_\_\_

Next Review date: SPRING 2014