



Upper Beeding Primary School

Governors' Expenses Policy

West Sussex County Council – Model Policy Governors' Expenses

General

Governors should not suffer financially. They should receive all reasonable out-of-pocket expenses, including travel, meals and childcare costs as set out below.

Why is it necessary to pay expenses?

Payment of governors' expenses is an essential element of good practice. If the Governing Body cannot refund expenses, or is unwilling to do so, some people who wish to be appointed, elected or co-opted as governors will be prevented from doing so. In turn, the school will be deprived of the opportunity to benefit from the skills and abilities of all sections of the community, not just those who can afford not to claim their expenses. A Governing Body that does not refund expenses cannot claim to be promoting equality of opportunity.

What expenses can be refunded?

Travelling – to compensate governors for expenditure incurred by them in travelling to and from training sessions and training courses for governors, including attendance at meetings of the Governors' Forum and other more general meetings outside the school. The allowance will be at the prevailing rate advised by the LEA for teachers. Full details of the amounts payable for travelling expenses are available at the school.

Subsistence – to compensate governors for the cost of meals if the performance of duties/attendance at training courses and other more general meetings outside the school require them to be away from their normal place of residence for a period of not less than 4 hours and/or not more than 1 day. The allowance will be at the prevailing rate advised by the LEA for teachers. Again, full details of the amounts payable for travelling expenses are available at the school.

Absence overnight from the usual place of residence – to compensate governors for the cost of meals and/or overnight accommodation if the performance of duties / attendance at training courses and other more general meetings outside the school require them to be away from their normal place of residence for a period of time of more than one day. Such duties/attendance at training courses and other more general meetings must be agreed by the Governing Body prior to the expense being incurred. The allowance will be at the prevailing rate advised by the LEA for teachers. Again, full details of the amounts payable for travelling expenses are available at the school.

The cost of **caring for dependents** while undertaking governors' work – governors who normally look after anyone as principal carers may claim for the cost of employing a minder whilst they are performing their duties.

Governors who, as part of their duties, need to make phone calls or faxes using their own phone or to purchase stamps to send out letters, are able to claim for the cost of the calls or the cost of the stamps. Only the amount actually spent should be claimed. It is not appropriate for the Governing Body to refund a notional amount for such costs.

Other Issues

The claims procedure should be straightforward – governors should not have to ask how to claim, but should be given the information on what to claim and how to do so as part of their induction. (This aspect of the induction process is the responsibility of the school's Finance Officer). If some governors clearly do not wish to claim their expenses, they should be able to decline or refund them to the school, but in a way which does not cause embarrassment to them or governors who do claim.

The school's Finance Officer may reasonably require governors to furnish evidence of expenditure. Evidence may take a number of forms and may include letters, receipts, bills and extracts from bills.

Governors should note that expenses in excess of expenditure count as "earnings" to the Department of Social Security or Inland Revenue. Out of pocket expenses can be set against benefit in these cases. Tax paying governors receiving "honoraria" or "lump sums to cover expenses" rather than straight refunds of expenses incurred are regarded by the Inland Revenue as "employees" and become liable to tax on money received to cover expenses.