



**LONG FIELD ACADEMY**

# Governor Expenses Policy

<b>Formulation date:</b>	<b>March 2013</b>
<b>Senior Team Responsibility:</b>	<b>Principal</b>
<b>Governors' Reviewing Committees:</b>	<b>FRHP</b>
<b>Approved by FGB on:</b>	<b>20 March 2013</b>
<b>Reviewed on:</b>	<b>12 July 2017</b>
<b>Next review date:</b>	<b>July 2019</b>
<b>Associated documentation:</b>	

## **1.0 INTRODUCTION**

- 1.1 In accordance with the Academies Financial Handbook governors may claim for all reasonable out of pocket travel, accommodation or other expenses legitimately incurred by them in connection with their attendance at meetings or in carrying out their duties as governors of the Academy.
- 1.2 Governors are not entitled to receive remuneration for their work as governors and may not claim for actual or potential loss of income or be paid attendance allowances.
- 1.3 Long Field Academy believes that paying governor' expenses, in the 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 Academy funds.
- 1.4 Any exceptions to this policy need to be justified to and approved by Finance Committee before any reimbursable costs are incurred and reimbursements made.

## **2.0 ENTITLEMENTS**

- 2.1 All governors of Long Field Academy will be entitled to claim the actual costs they incur for the following:
  - i. The cost of travel relating only to travel to meetings / training courses payable in accordance with Her Majesty's Customs and Revenue approved mileage rates. These rates are currently:
    - a) 45 pence per mile for cars and vans
    - b) 24 pence per mile for motorcycles
    - c) 5 pence per passenger per mile for carrying fellow governors in a car / van on journeys which are related to meetings / training courses

These rates are in line with the specific rates for Academy staff

- ii. For public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second class fares. The cost of travel by taxi will be reimbursed only in reasonable circumstances.
- iii. Subsistence , if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the Academy. Reimbursement will be made for reasonable items bought on the day of the claim

- iv. Actual costs of Telephone charges, photocopying, stationery, and postage with receipts. Where practical however Governors are expected to make use of administrative facilities made available
- v. Childcare or babysitting allowances (excluding payments to a current/former spouse or partner) with prior approval of Finance Committee
- vi. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) with prior approval of Finance Committee.
- vii. Costs incurred in performing governor duties either because they have special needs or because English is not their first language with prior approval of Finance Committee.
- viii. Any other justifiable expenses with prior approval of Finance Committee.

### **3.0 SUBMITTING CLAIMS**

- 3.1 Governors wishing to make claims under these arrangements, should complete a claims form (attached and available from the Academy Business Director or Clerk to the Governors), attaching receipts where applicable, and return it to the Academy Business Director. Claims should be submitted at least half termly. The Academy Business Director will submit for approval by the Chair of Governors or Chair of Finance Committee.

### **4.0 TRANSPARENCY**

- 4.1 The total value of claims paid per year to Governors will be declared in a note to the Academy Financial Statements at the end of each financial year.
- 4.2 Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

### **5.0 MONITORING, EVALUATION AND REVIEW**

- 5.1 The Finance Committee will review this every two years and assess its implementation and effectiveness.

### Claims Form for Governor Allowances

Name:	Date:
Address:	
Post Code:	Claim Period:

	£	P
Travel to Meetings / training courses (include date and place of meetings):		
Travel / Subsistence to national meetings or training events:		
Telephone charges:		
Postage:		
Stationery and photocopying:		
Childcare / babysitting expenses:		
Care arrangements for an elderly or dependent relative:		
Support for Governors with special needs:		
Support for Governors whose first language is not English:		
<b>TOTLA EXPENSES CLAIMED</b>		

I claim the total sum of £ ..... for governor expenses as detailed above. I have attached relevant receipts to support my claim.

Signed: ..... Date: .....

Approved by: ..... Date: .....