



The Tiffin Girls' School
Governor Expenses Policy
REVIEWED JULY 2018

1. The Governing Board is committed to ensuring that public funding and other resources entrusted to the school are used properly and efficiently, and that best value is achieved at all times. The governors recognise that the payment of expenses from public funds is a sensitive matter which must be handled appropriately and every effort is made to keep expenses to a minimum.
2. This policy has been written and approved in line with Article 6.5 of the school's Articles of Association which state that '*A governor may at the discretion of the governors be reimbursed from the property of the academy trust for reasonable expenses properly incurred by him or her when acting on behalf of the Academy trust, but excluding expenses in connection with foreign travel.*'
3. The Tiffin Girls' School Governing Board believes that paying governor allowances, 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 school funds. The specific items allowable reflect this objective.
4. Payments can only be paid for expenditure wholly and necessarily incurred to enable the person to perform any duty as a governor. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.
5. Governor training courses will be paid for by the school and must be authorised by the Chair of Governors and booked by the Clerk.
6. All governors are entitled to claim the actual costs which they incur as follows:

(a) Travel to meetings/training courses

- Car /motorcycle / bicycle mileage allowance (at HM Revenue and Customs Authorised Mileage Rate)
- Parking costs (actual cost incurred)
- Public transport costs (actual cost incurred)

(b) Subsistence

In circumstances where a governor is representing the school away from the school's premises, subsistence expenses may be claimed on an actual cost basis (i.e. only the actual cost can be claimed if this is less than the allowable amount) within the following limits:

- More than 8 hours and no official food provided – lunch £6.50
- More than 12 hours and no official food provided – dinner £12.00
- Breakfast where the start of the official journey is before 6.00am – £5.00

There will be no reimbursement for the purchase of alcohol as part of subsistence. The purchase of any alcohol will be at the individual's expense.

(c) Childcare or care for a dependent (actual cost incurred)

Where a governor does not have a spouse, partner or other responsible adult to care for a child or dependent when that governor attends meetings of the Governing Board, its committees or in otherwise representing the school or Governing Board, claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer.

(d) Support for Governors with special needs (actual cost incurred)

Where the school or Governing Board does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

(e) Telephone Calls, copying, stationery etc. (actual cost incurred)

Photocopying/printing and postage should wherever possible be completed via the school. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently and authorised in advance.

Reimbursement arrangements

- 7.** All claims for the reimbursement of expenses must be made on an official claim form (APPENDIX A) and independently authorised by two members of the Governor Audit Group.
- 8.** All expenses claimed must be supported by receipts or a log of mileage that includes postcodes for the start and end points of each journey.
- 9.** In general, claims should be made half-termly in arrears and claim forms submitted to the Clerk within four weeks of commencement of the following half-term. Governors should discuss with the Chair of Governors if reimbursement within a shorter time frame is needed.
- 10.** Reimbursement of authorised expense claims will be made directly into the governor's bank account through BACS payment within two weeks of receipt and checking of the claim by the Finance Office.
- 11.** Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

