

Sibsey Free Primary School

Governors' Travel, Subsistence and Allowances Policy



Approved by: Governors

Date: July 2023

Last reviewed on: July 2022

Next review due by: July 2024

Sibsey Free Primary School

The Governing Body of Sibsey Free Primary School recognises the valuable work Governors undertake and believes that paying Governors' allowances as detailed herein is important in ensuring equality of opportunity to serve as Governors for all members of the community and as such is an appropriate use of school funds.

At the discretion of the Governing Body, a member of the Governing Body of the School may be entitled to claim travel, and/or subsistence expenses or other allowances as detailed herein. Payments may be made by way of allowances in respect of expenditure necessarily incurred for the purpose of enabling individual governors to perform any duty relating to their role as governor of Sibsey Free Primary School.

Any Expense claim submitted must have the full approval of the Finance Monitoring Pair prior to the expenses being incurred. An estimate of the total expenses to be incurred should be submitted to the Finance Monitoring Pair for consideration by the Governors at their next meeting. If a governor is present at the meeting when their claim is being discussed or approved, that individual governor must withdraw from the meeting. If the claim relates to one of the Finance Monitoring Pair, then such claim will be considered by the Chairman of the Governing Body.

In an emergency, one of the Finance Monitoring Pair, after consultation with the Chairman of the Governing Body, has the power to approve or decline such estimates. If the claim relates to the Chairman, then the Vice Chairman will have this duty.

Any approved claim submitted for payment must be submitted electronically. The claim must be accompanied by appropriate receipts, and must be forwarded to the Finance Monitoring Pair, one of whom will sign it to confirm approval, the claim form will then be handed to the Headteacher or to the Clerk to the Governors for payment.

All claims submitted must be a correct statement of the claimant's expenses incurred pertaining to Governing Body business.

Claims cannot be made for loss of earnings or for attendance allowance (i.e. payment for attending meetings themselves).

Any allowances paid for travelling or subsistence will not exceed the amounts shown on any receipts submitted with the claim.

Schedule of Expenses which may be claimed

- ❖ Travel to and from training courses where this amount cannot be claimed from any other source. The amount payable shall, where appropriate, be the lower of the cost of travelling by train, the cost of travelling by bus, or the cost of travelling by car. The mileage rate applicable for travelling by car shall be 45 pence per mile (including electric cars). The rate applicable for travelling by motorcycle is 24p per mile. An additional mileage rate of 5p per mile will be paid when conveying necessary business passengers and therefore saving an additional potential vehicle claim. Any claim must be accompanied by a fuel VAT receipt.

- ❖ Travel to and from Governing Body or Committee Meetings. Claims should be submitted as above.
- ❖ Travelling on other Governing Body business. The amount payable and the mileage rate applicable shall be as detailed above.
- ❖ Reimbursement of accommodation expenses incurred, unless these costs can be claimed from any other source.
- ❖ Reimbursement of the cost of meals, unless these costs can be claimed from any other source.
- ❖ Reimbursement of parking fees incurred. These will be paid upon presentation of receipt.
- ❖ Reimbursement of expenditure incurred in respect of care arrangements for a dependant relative (including child care or babysitting). This excludes payments to a current/former spouse or partner.
- ❖ Extra costs incurred in performing their duties as a result of a Governor's Special Needs.
- ❖ Extra costs incurred in performing their duties for Governors whose first language is not English.
- ❖ Reimbursement of costs incurred for telephone charges, postage, photocopying and stationery.
- ❖ Such other legitimate, justifiable 'out of pocket' expenses as the Governors may from time to time agree, incurred by Governors to enable them to carry out governor duties.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or the Vice Chair of Governors in respect of any claim by the Chair of Governors) if the claims appear excessive or inconsistent.

The Legal basis for paying expenses is The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.