



# Governors Expenses Policy

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**'We promise to shine together'**  
**Let the light of your face shine upon us - Psalm 4:6**

Our ambition is to serve our community by providing an excellent education, which is inclusive and distinctive within the context of Christian belief and practice, upholding our values in the daily life of the Academy and in our relationships with others.

## **1. INTRODUCTION**

- 1.1. The Governing Body of St Mary's Academy has adopted the following scheme for the payment of allowances for expenditure necessarily incurred for the purpose of enabling members of the Governing Body (Members, Governors and Committees) to perform any duty as a Governor. These payments will either be for travel expenses incurred through the use of a private car, pedal cycle or motorcycle, or for expenditure allowed within the Scheme on provision of a receipt for the relevant amount, at a rate determined by the Governors.

## **2. TRAVEL**

- 2.1. Travel expenses will be paid for the following categories of journey only:
- to formal meetings of the Members, Governors and Committees
  - to other formal meetings, i.e. of committees, working parties, selection panels
  - to specific Governor training events, as agreed by the Governors
  - meetings of individual Governors in carrying out their governance responsibilities
  - monitoring visits to the Academy e.g. class visits, learning walks, performance reviews
- 2.2. The appropriate figure on the date of adoption of the scheme is 45p per mile for cars and vans for the first 10,000 miles in one year, then 25p per mile over 10,000, and 24p per mile for motorcycles.
- 2.3. The mileage which can be claimed will be the number of miles from home to the venue of the meeting/event, or the actual miles travelled on such occasions, whichever is the lesser figure (for example, a Governor travelling to a meeting at the Academy from his/her place of employment would claim the actual mileage if that were a shorter distance than travelling from home). The cost of parking to enable business away from the Academy site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt.
- 2.4. Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

## **3. OTHER ALLOWANCES**

- 3.1. Payment will be made in respect of the following expenses:

- Child care or babysitting arrangements – Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the Governor is attending meetings of the Governing Body or steering groups or other agreed activities, such as training events.
- Care arrangements for an elderly or dependant relative – costs may be claimed for situations to those for child care.
- Telephone charges, photocopying, stationery, etc. – where a Governor is unable to use the Academy's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.
- Support for Governors with special needs (eg: Audio equipment). The Governors will consider appropriate support for individual cases as they arise.
- Support for Governors whose first language is not English (eg: Translations). The Governors will consider appropriate support for individual cases as they arise.
- Subsistence - The Governors will not adopt a subsistence scheme, but will, on appropriate occasions, provide refreshments for particular meetings. On such occasions, and by specific prior agreement of the Governors, the actual costs of such refreshments will be charged to the Academy budget as Governors' expenses and the total of such payments in each financial year will be included in the Annual Report to Parents.

#### **4. EXPENSES CLAIMS**

- 4.1. Expenses are available to all Governors who submit a valid claim on the Monthly Travel Expenses Claim Form, obtained from the Academy Office on request. A receipt must be provided in respect of any claim for allowances other than travel expenses incurred through the use of a private car, pedal cycle or motorcycle. The Principal or Operations Manager will authorise each claim within their delegated budget authority limits and payment will be made through the Academy Finance Office, which will maintain records of all such payments for each financial year, so that the total amount can be included in the Governing Body's Annual Report to Parents.
- 4.2. The Principal/Operations Manager will report to the Finance, Personnel, Audit and Risk Committee, any claims that they deem to be outside the scope of this policy or above their delegated budget authority limits.
- 4.3. The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

#### **5. MONITORING AND REVIEW ARRANGEMENTS**

- 5.1. The Governing Body will be responsible for monitoring the implementation and effectiveness of this policy. It will be reviewed every two years by the Finance, Personnel, Audit and Risk Committee; or before at any time, if there is new relevant legislation or guidance.