



GUISELEY SCHOOL

Governors' Expenses Policy

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| Approved on: | 02 February 2016 |
| Minor amendments: | 06 October 2020 |
| Last reviewed: | 28 November 2022 |
| Review Date: | Autumn Term 2023 |
| Governors' Committee: | Resources |
| Responsible Officer: | Director of Finance |

Introduction

Guiseley School's policy has been based on the Leeds City Council's model policy on paying governors' expenses September 2016.

Policy Statement

Governors give their time generously for the benefit of their school. It is a statutory requirement that each governing body adopt a clear policy for reimbursing governors' expenses, so that every governor has full access to attending meetings and training. Governing bodies can choose whether or not to pay allowances/expenses to governors.

This policy applies equally to all categories of governor and includes associate members.

General principles

1. Governors should be able to claim without embarrassment
2. Governors should decide for themselves whether or not to claim
3. Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed)
4. Governors may be reimbursed for expenses incurred whilst attending governors' meetings, training courses and other meetings undertaken in the course of their duties including child care costs
5. Governors cannot claim attendance allowances or for loss of earnings
6. All existing governors (and new governors at their first meeting) to be given a copy of this policy.
7. The policy to be reviewed every three years by the Resources Committee and any changes confirmed to the full governing body.
8. Claims for expenses are met from the school's budget. The governing body might want to agree a budget at the beginning of the year.

Categories of expenditure

All expenses are considered on a case-by-case basis and must be agreed by prior arrangement with the Chair of Governors or the Chair of Resources.

Examples of expenses that may be incurred for travel are given below:

1. Car and motorbike - Mileage may be claimed for the purpose of attendance at meetings or other agreed activities outside of Guiseley School. Claims will be reimbursed at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate as published from time to time. (HMRC's Approved Mileage Rates are available at: <http://www.hmrc.gov.uk/rates/travel.htm>). Should the mileage cost be greater than standard class rail fare then the latter amount will be reimbursed in lieu.
2. Public transport - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.

3. Taxi – The fare will be reimbursed on production of a receipt. NOTE taxis should only be considered if the same journey cannot be made by public transport or to ensure the safety of a governor.
4. Car parking - Claims can be made for car parking charges that would not otherwise have been incurred upon production of a receipt.

Claim process

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. A sample claim form is included at the end of this policy. All claims and receipts should be submitted electronically to finance@guiseleyschool.org.uk

Claims must be authorised by Chair of Governors or the Chair of the Governors' Resources Committee. The Director of Finance will retain a copy of claims forms for audit purposes.

Payments will be made by BACS so Governors would be asked to complete an online Bank Details Form if these details are not currently held by school.

Data Processing

Data will be processed in line with the requirements and protections set out in the General Data Protection Regulation. Bank account details will be collected and held in the School's financial records to enable us to reimburse individuals by BACS. These will be held for six years plus the current financial year. The bank details are also entered in the Leeds City Council's financial Management system in order to make the BACS payment.

Equality Impact Assessment

The equality impact assessment of this policy is wholly positive as the policy supports the opportunity for all eligible people to act as governors without any financial restrictions.



**GUISELEY
SCHOOL**

Governors' Expenses Claim Form

Governor's name: _____

I claim the total sum of £ _____ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of Guisseley School's governing body.

I have attached the relevant receipts in support of my claim.

Signed: _____

Date: _____

| CLAIM DESCRIPTION | DATE | REASON | £ |
|---------------------------------------------|-------------------|------------------------------------------|---------------|
| <i>e.g. Return train fare to Manchester</i> | <i>02/10/2020</i> | <i>Attend Governors' training on XYZ</i> | <i>£25.00</i> |
| | | | |
| | | | |
| | | | |
| | | | |
| Total claimed | | | £ |

I certify that this claim has been approved by the Chair of Governors/Chair of Resources and that I have seen the receipt/proof of expenditure and have paid this claim accordingly by BACS.

Signed: _____

Date: _____

Director of Finance

The receipts and form will be retained by School within the finance files. All expenses will be charged to the budget cost centre ADMGOV.