

KING INA



CHURCH OF ENGLAND ACADEMY

King Ina C of E Academy

Governors' & Directors' Allowances and Expenses Policy

Date Adopted:

12th October 2023

Signature:

[Handwritten Signature]

Review Date:

October 2025

POLICY STATEMENT ON GOVERNORS' AND DIRECTORS' ALLOWANCES AND EXPENSES

The Governing Body and Board of Directors plays a key role in the success of the Academy. Individual governors and directors should not be deterred from playing their full part because of incidental costs. The policy also reaffirms the Board of Directors' commitment to ensuring equality of participation for all governors and directors. Governors and directors will not be paid attendance allowances for any loss of earnings.

POLICY STATEMENT OF GOVERNORS' AND DIRECTORS' ALLOWANCES AND EXPENSES

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

1. Travel and subsistence

Mileage may be claimed when the distance/mileage exceeds the normal distance/mileage between governors'/directors' home and the Academy when they are required to attend on business related work of the Governing Body or Board of Directors (e.g. meetings, training courses, visits to other providers etc.). Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport, where available, is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt.

Mileage allowance will be reimbursed at the following rates:

- Car mileage allowance at HM Revenue and Customs Authorised Mileage Rate, currently 45p per mile
- Motorcycle allowance at HM Revenue and Customs Authorised Mileage Rate, currently 24p per mile
- Bicycle allowance at HM Revenue and Customs Authorised Mileage Rate, currently 20p per mile

2. Childcare of babysitting expenses (actual cost incurred)

Where a governor/director does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor/director attends meetings of the Governing Body/Board of Directors, its committees or in otherwise representing the Academy or Governing Body/Board of Directors; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of the sum paid to a babysitter.

3. Care arrangements for an elderly or dependent relative (actual costs incurred)

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor/director would have provided during the period of their absence.

4. **Governors and Directors with a special need** (actual costs incurred)

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

5. **Support for governors/directors whose first language is not English** (actual costs incurred)

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor/director with special needs.

6. **Telephone charges, photocopying costs and stationery** (actual costs incurred)

These may be reimbursed where the governor/director is unable to use the facilities of the Academy in the performance of any duty on behalf of the Governing Body/Board of Directors. Governors/directors must keep a written record or obtain a receipt, where possible, relating to the expenditure so incurred.

7. **Meals** (reasonable and necessary costs incurred)

8. **Accommodation** (arranged by the Academy)

When governors/directors are required to attend on business related work of the Governing Body/Board of Directors (e.g. meetings, training courses, visits to other providers, etc.) which may require overnight accommodation, the need will be assessed by the Chair of Governors/Board of Directors and the Headteacher and/or Business Manager. The accommodation will be arranged by the Academy ensuring best value for money.

9. **Claiming**

Claims should be made within one month from when the expense was incurred and prior to the end of the financial year in question. Claims must be made on the Academy's Governors'/Directors' Allowances Claim Form available from the school office and be authorised by the Chair of Governors/Board of Directors, or another governor/director where the Chair is claiming the expenses, and supported by receipts.

Claims will be subject to an independent audit and may be investigated by the Chair of Governors/Board of Directors, or Chair of Finance Committee in respect of the Chair of Governors/Board of Directors, if they appear excessive or inconsistent.

This policy will be reviewed by the Finance Committee every two years.

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Governors' and Directors' Allowances – Claim Form

Name:	Date:
Address:	Claim Period:

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

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

		Net Cost £	VAT £	Total Cost £
Childcare/Babysitting expenses				
Care arrangements for an elderly or dependent relative				
Support for governors/directors with special needs				
Support for governors/directors whose first language is not English				
Travel to meetings / training courses by: (<i>please circle</i>) Car Motorcycle Bicycle	Start Mileage			
	Finish Mileage			
	Total miles claimed			
Other Travel Costs				
Subsistence Costs				
Telephone Charges				
Stationery				
Other (<i>please specify</i>)				
TOTAL EXPENSES CLAIMED				

This form should be submitted to the school office.