# MKCC Governor Services Model policy for the payment of expenses and allowances for governors, associate members and trustees (delete if not applicable)

# Xxxxxxxxxxx School/Federation/Academy

The governing/trust board have agreed to pay expenses and allowances from the school’s delegated budget to cover any reasonable costs that governors/associate members/trustees incur through carrying out their duties.

**Legislation and Guidance for Maintained Schools only** (delete if not applicable)

* The [Maintained schools governance guide](https://www.gov.uk/guidance/governance-in-maintained-schools/4-people) (section 4.11.1, Governing body allowances and expenses) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.
* The legislation on governors’ allowances is set out in the [the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6](http://www.legislation.gov.uk/uksi/2013/1624/part/6/made).

**This policy applies equally to all categories of governor/trustee and includes (maintained schools only) associate members.**

* Types of allowable expenses:  
  + Members of the governing/trust board may claim allowances to cover expenditure necessary to enable them to perform their duties
  + This does **not** include an attendance allowance, or payment to cover loss of earnings
  + Members of the governing/trust board may claim allowances by completing a claim form (see appendix 1) and submitting it to <insert name and address>
* Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

**Members of the governing/trust board may claim for:**

**Childcare or babysitting**

* Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor/trustee is attending meetings of the governing/trust board or its committees or other agreed activities, such as training events.
* Appropriate proof of payment must be submitted.
* This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for their child(ren).

**Care arrangements for an elderly or dependent relative**

* Costs may be claimed for situations similar to those for childcare.

**Telephone charges, photocopying, stationery, etc**

* Where a governor/trustee is unable to use the school’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.

**Travel and subsistence**

* Mileage may be claimed for distances exceeding <insert number of miles>… miles for the purpose of attendance at meetings of the governing/trust board or its committees or other agreed activities.
* Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Receipts will be required.
* Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
* Travel expenses where a governor/trustee uses their own vehicle must not exceed the **current** HM Revenue and Customs (HMRC) approved mileage rates; <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>.
* Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to the value of <insert value in pounds>) or car parking charges that would not otherwise have been incurred, which will be reimbursed against receipts.

**Disability / translation / sign language interpreter**

* Any extra costs incurred by governors/trustees in carrying out their duties because they have a disability, require documents to be translated (e.g. into Braille) or booking a British sign language interpreter. Receipts will be required or a detailed written record of expenses incurred kept and submitted.

**Other allowable expenses**

* The governing/trust board of <insert name> school acknowledges that there may be other occasions on which it might agree to reimburse justifiable expenses. Claims up to the value of <insert value in pounds> will be agreed by (<insert role title of authoriser/full governing board/trust board/authorising committee).

**Making a claim**

Governors/trustees should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form (Appendix 1) on a case-by-case basis. Reimbursable costs should be agreed in principle by (<insert role title of authoriser: Chair of Governors/Trust Chair/chair of committee) **before** they are incurred and submitted to <insert name and address>.

The Chair of Governors or Trust Chair (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Approved by: [Name] Date: xx xx xx

To be Reviewed: xx xx xx

Annex 1

<Insert school name> school governing/trust board

Expenses Claim Form

Name of trustee/governor/associate member:

………………………………………………………

Address:

………………………………………………………

Claim period:

………………………………………………………

|  |  |  |
| --- | --- | --- |
| Date | Details of expenditure | Claim (£) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total claim |  | £ |

I claim the total sum of £\_\_\_\_\_\_\_\_\_\_\_ for governor/associate member/trustee expenses as detailed above. I have attached relevant receipts to support my claim.

Signature (governor/associate member/trustee) ………………………………….. Date ………….

Authorising ……………………………………………. ……………………. Date …………..

Reimbursed by: ……………….………………………………………... Date …………..

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