



# BERRYMEDE JUNIOR SCHOOL

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## Governors Expenses Policy

Date of last review: January 2020

Date of next review: January 2023

*'Be Happy, Be Healthy, Study Hard'*



## **BERRYMEDE JUNIOR SCHOOL**

### **Governors Expenses Policy**



This policy statement has been developed in accordance with the Department For Education (DFE) document "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Berrymede Junior School Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

The Governing Body delegate authority to the Head teacher or a member of the Senior Leadership Team (SLT) for the day to day implementation of the policy and approval of expenditure within the budget set.

#### **All governors of Berrymede Junior School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Berrymede Junior School, and are agreed by the SLT that they are justified before any reimbursable costs are incurred.
  
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the SLT:
  - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - All expenses claimed must be supported by receipts including mileage, where the fuel receipt is required even when the mileage does not represent the full amount of fuel purchased.
  - The cost of mileage relating only to travel to meetings/training courses will be paid at the current Her Majesty's Revenue & Customs (HMRC) rate per mile;
  - Reasonable costs relating to other travel should be agreed in advance ensuring the cost is kept to the minimum possible but taking into consideration constraints on the travel i.e. timings of events and other commitments the Governor may have.
  - Subsistence costs will be paid at the current rate.
  - Photocopying/Printing and Postage should wherever possible be completed via the school only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently.
  - Telephone charges, stationery etc.
  
3. Governors will be able to claim for expenses incurred as a response to an emergency situation even if not agreed in advance; in this case the Head teacher/SMT will approve reasonable expenditure retrospectively.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, attaching receipts for all expenditure, and return it to the School via the Clerk to the Governors within one month of the date when the expenditure was incurred.

**The Governing Body at Berrymede Junior School acknowledges that:**

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

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

This policy will be reviewed every two years.

**Governors' Allowances - Claim Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

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

**This form should be submitted to: Rebecca Gavin – Clerk to Governors,**