



Granville Sports College is committed to:

- Raising standards of achievement and creating opportunities for all pupils, regardless of needs to develop their full potential and improve their life chances
- Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels
- Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel valued, listened to and welcomed for the diverse contribution they make to our school life

Governor Expenses policy

Co-ordinator: Karen Mitchell (Chair)

Start date: December 2016

Review date: November 2017

Granville Sports College aims to ensure than no Governor or potential Governor is excluded from acting as a Governor on the basis of their financial circumstances. To this end Granville Sports College will reimburse reasonable expenses incurred by Governors on school business.

It is the right of every individual, regardless of their personal circumstances, to have the opportunity to serve as a governor and no individual should feel excluded because of their financial circumstances. Granville Sports College Governing Body therefore believes that the principle of reimbursing governors' expenses, in specific categories as set out below, is important in enabling anyone in the community to serve as a governor and is therefore an appropriate use of school funds.

Governors are expected to act in good faith, with common sense and with due regard to their governance obligations when claiming expenses. Authorisation for the expenditure should be sought in advance wherever possible from either the Chair of Governors or Chair of Resource Management Committee

Governor's expenses will only be reimbursed with a valid receipt or reasonable evidence that expenditure has occurred. Governors are encouraged to be mindful of the school's finances and to incur only minimal costs and to defray expenses in other ways if legitimate or reasonably practicable.

If in dispute the Chair of Governors, in consultation with the Chair of the Resource Management Committee, will determine what is deemed to be 'reasonable'.

Governors' expenses will be subject to an independent audit and may be investigated by the Chair of Governors or the Chair of the Resources Management Committee if they appear excessive or inconsistent.

Examples of valid reimbursement include:

- the reasonable cost of travelling on school business
- the reasonable cost of care (child or dependent) whilst attending governors' meetings (excluding payments to a spouse/ex-spouse or family member)
- the reasonable cost of communication support such as the cost of translating documents into braille or another language
- the reasonable cost of providing special transport for disabled governors
- the reasonable costs of postage and telephone calls on school business
- the reasonable cost of providing special transport for disabled governors
- the reasonable cost of providing support for governors with special needs
- the reasonable cost of necessary overnight accommodation and subsistence whilst attending governors' meetings/training or other essential events
- any other reasonable expenses incurred in pursuance of governing duties, provided they have been agreed **in advance** with the Chair of Governors or the Chair of the Resources Committee

Examples of reimbursements which will **NOT BE PAID** include:

- the loss of earnings whilst carrying out governor business
- payments for specialist skills and services
- flat rate expense payments (e.g. £5 per meeting)
- payments for costs such as telephone line rental which are incurred regardless of extra use
- payments for car mileage that are above HMRC limits.

Governor Travel & Subsistence Payments

Travel payments are made for journeys you need to make to support the school in the course of your role as a Governor. This could be attending Governor training or attending meetings away from the school site representing the Governing Body of the school. Travel expenses are not paid to attend meetings or events on the school site. Journeys to be claimed must be approved in advance by the Chair of the Governing body or Chair of Resource Committee.

You must ensure cost is kept to a minimum while still making sure you carry out your responsibilities. Car journeys should be shared with other people who are making a similar journey where possible.

If you are entitled to claim a travel allowance from another organisation as well as from the school the total amount claimed should not go over the maximum allowance.

Public Transport

General

Where alternative means of public transport exist (such as bus or rail), the best in terms of cost and time should be used. Cheap rate fares should be used wherever possible.

Rail Travel

All Governors should travel second class by train. Where possible, tickets should be bought in advance to take advantage of cheaper tickets.

Taxi Fares

You can only claim for taxi fares when the journey was necessary in the interests of the school or when it is deemed reasonable – for example when you could not have travelled by public transport.

Travel abroad

It is not expected that foreign travel will be necessary with the exception of accompanying a school trip. Approval of the full governing body will be necessary before any foreign travel is undertaken by a member of the Governing Body. If you travel abroad on official school business travel arrangements must be made through the school.

You must hand in receipts from where you stay and any other expenses. You cannot claim the cost of getting a passport.

Travelling to the Channel Islands, the Isle of Man or Northern Ireland is as classed as travelling abroad for the purpose of this policy.

Car allowances

If you are using your car on official business you must have a full driving licence, appropriate insurance which covers business use and ensure the vehicle is roadworthy. Your insurance will not cover you if you use your vehicle for work when only covered for social and domestic purposes. Any reasonable parking fees you pay on the journey can be claimed for. Similarly any tolls you pay can be claimed back. Receipts should be provided. The school will not pay for any fixed penalty parking fees etc.

It is your responsibility to ensure your motor vehicle insurance policy covers you for business use and covers the school against third party claims.

Travel from home to school

The school is not responsible for the cost of travelling from home to school to attend meetings or events.

Calculation of mileage

Claims must be calculated on the basis of the most reasonable route for the journey.

Claiming mileage

Claims for car mileage should be made to the school on the Governor Expenses Claim form. The current rate is 25p per mile.

Parking Fees and Tolls

Reimbursement can be claimed for any reasonable parking fee or toll incurred during the course of journeys undertaken on official business. This should be accompanied by appropriate proof of expenditure.

Fines are **not** reimbursable.

Subsistence

All claims for meals must be accompanied by a receipt. This is only applicable where the journey takes you away from home for more than 5 hours and where food is not available at the event. Claims for alcohol will not be accepted at any time.

Allowances

The actual cost of additional expenditure incurred, up to the maximum rate payable, can be claimed provided:

Lunch Allowance- Maximum £5

You are absent from your home on official business throughout the period 11.30 am to 2.15 p.m. and have left home at 8 a.m. or earlier.

Dinner Allowance – Maximum £15

You are absent from your home overnight on official business

It is beneficial for accommodation, rail and air fare bookings to be made by the School as preferential rates may be available for corporate users and VAT can be reclaimed on hotel rooms.

The process:

Governors must complete an expenses form which details the expense being reclaimed, with an accompanying receipt or appropriate evidence that expenditure has occurred. (See below)

The form should be submitted to the finance team at the school who will ensure that it is coded appropriately. This form will then be submitted to either the Chair of the Governors or the Chair of the Resources Committee, depending upon nearest availability, for approval and authorisation.

Expenses will be reimbursed within one month of being submitted to the school. Governors who require reimbursement sooner should speak to the school finance team who will facilitate any such reasonable requests with the approval of the Chair of the Governors or the Chair of the Resources Committee.

The aggregate of the total cost of governors' expenses will form part of the normal scrutiny of expenditure at the appropriate Resources Committee meeting.

Claims for Governor Expenses – Granville Sports College

Name:

Date:

Date	Details	Amount

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

Signed Date

Authorised for payment

Signature: _____

Name: _____ Date: _____

Governor Mileage Expenses – Granville Sports College

Name: _____

Month: _____

Date	Reason for journey	Details of journey	Mileage	Amount @ 38p per mile	Parking/Tolls
		TOTALS			

TOTAL CLAIM

Previous mileage claimed _____ Total mileage for this claim _____ Cumulative mileage this financial year _____

I certify that all journeys were undertaken whilst on Granville School governing body business.

Signature: _____

Name: _____ Date: _____

Authorised for payment

Signature: _____

Name: _____ Date: _____

*Subject to ratification – 18/11/16