



Members/ Directors / Committee Members Policy for Claiming Expenses

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Approved by:	Board of Directors
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Version History

Version	Date Issued	Brief Summary of Change	Owners Name
0.1	05.09.2018	New Policy	Wendy Ainscough
1.1	15.10.2019	Annual Review	Wendy Ainscough
2.1	01.09.2020	Annual Review	Wendy Ainscough
3.1	07.09.2021	Annual Review	Wendy Ainscough
4.1	14.06.2022	Updated Mileage Rates	Wendy Ainscough
5.1	09.2023	Added accommodation and overnight expenses and updated expenses	Sue Cottrell/Paul Flowers
6.1	10.2025	Updated Appendix 1	Sue Cottrell

Introduction:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 state *'School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or childcare costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide'*.

The aim of this policy is to ensure that any Member/Director/Committee Members are not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the Boards commitment to ensuring equality of participation for all members. Member/Director/Committee Members cannot be paid attendance allowances or for any loss of earnings.

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

- **Childcare or babysitting expenses.**

Where a Member/Director/Committee Member does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which they attend meetings of the Board, its committees or in otherwise representing the school or Board; claims will be limited to reimbursing the actual cost paid to a registered childminder or the cost of a baby sitter.

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

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 would have provided during the period of their absence.

- **Governors with a special need**

Where the school or Board does not provide facilities or equipment to enable a Member/Director/Committee Member for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- **Governors whose first language is not English**

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

- **Telephone charges, photocopying costs and stationery**

These may be reimbursed where the Member/Director/Committee Member is unable to use the facilities of the school in the performance of any duty on behalf of the board. Member/Director/Committee Members must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence**

Mileage may be claimed where the distance between the Member/Director/Committee Members home and the venue they are required to attend on business related to the work of the board (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles. 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. 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 HMRC rate. Payments of expenses where these have been, or are already met by the LEA or other body are excluded from this policy.

- **Accommodation and other overnight expenses**

If a member is required by the Board to stay away overnight during the course of their governance duties, the cost of the relevant accommodation must be pre-authorised by the Board, and booked through the Alumnis MAT procurement processes. Costs of meals whilst staying away will be reimbursed as out-of-pocket expenses up to the maximum allowable claim published in Appendix 1 provided that appropriate evidence of expenditure is submitted.

Overnight accommodation, meals and out-of-pocket expenses will be reimbursed in line with the published rates appended to this policy, which mirror the Devon County Council rates. The rates will be reviewed annually.

Claiming

To reduce administration, unless substantial sums are involved, Member/Director/Committee Members are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to the Clerk to the Board of Directors and authorised by the Chair of the Board of Directors.

The Board of Directors will review this policy annually.

Appendix 1

The following table shows the **maximum** allowable claim for meals and overnight accommodation:

Expense	Allowance
Breakfast	£6.76
Lunch	£9.47
Evening meal	£13.50
Overnight	£81.06