



Cardinal Heenan Catholic High School

Governors' Expenses Policy

Key staff:	L. Lewington
Key governor:	
Last reviewed:	March 2024
Approved by Governing Body:	<i>A Tremarco</i>
Date:	4 th April 2019
Due for renewal:	March 2025

Introduction

Governing Bodies can choose whether or not to pay allowances to governors and associate members. It still means that only out of pocket expenses can be reimbursed: payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Body decides to make such payments, a suitable budget should be set aside.

Eligible expenses may now include

- child care or baby-sitting expenses
- care arrangements for an elderly or dependent relative
- support for governors with special needs (e.g. audio equipment)
- support for governors whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery etc.
- travel and subsistence

Policy

The Governing Body should first decide whether, as a matter of policy, they wish to pay allowances. This decision should be made at a Governing Body meeting and minuted.

Where the Governing Body decides to pay expenses, they must define what will qualify for payment and this should be included in the policy. The policy must treat all categories of governor equally and should also cover non-governors who are members of committees. Any allowances for travel and subsistence cannot exceed the rates specified by the Secretary of State for the Environment, Transport and the Regions in respect of elected members of local authorities.

The policy given below is a model which the Governing Body should adapt if needed and adopt. It should be read in conjunction with the guidance notes.

Payment

Any claim for expenses must be processed correctly and records kept. Details about how claims should be dealt with are given in the policy. Governors' allowances will be subject to audit

Review

This policy should be reviewed annually and in the light of any changes in legislation.

MODEL GOVERNORS' EXPENSES POLICY

The Governing Body of Cardinal **Heenan Catholic High** School decided at a meeting on Thursday, 4th April 2019 that it would not pay out of pocket expenses to members of the Governing Body.

The policy will be reviewed on May 2024 by the governing body or the Finance & Facilities Committee.

1 INTRODUCTION

1.1 Governors may claim expenses for attendance on approved duties. The scheme will apply equally to all governors, but it is open to any individual to choose whether not to claim. The expenses that may be claimed are in six categories: travel, subsistence, childcare, specific needs, other needs, miscellaneous. Any claims relating to attendance at training courses organised by Liverpool Governing Body Support fall outside the scheme and any reimbursement will not be from a school's delegated budget.

1.2 The following are recommended as approved duties

- properly convened full Governing Body meetings
- properly convened Committee meetings of the Governing Body
- other duties designated by the Governing Body, e.g. acting as a member of a panel approved by the Governing Body for long/short listing/interviewing candidates for a staff appointment.
- governors' formal visits to the school will/will not qualify.

Casual visits to the school should not qualify

2 TRAVEL EXPENSES

2.1 Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles and does not exceed 15 miles. The Headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.

2.2 For journeys outside Liverpool Council's area, payments will only be made for specific duties which have prior approval by the Governing Body.

2.3 All payments are on the basis that the journey was undertaken and if governors share transport, only the provider can claim.

2.4 Governors may claim:

- mileage allowance at Liverpool Council's lowest essential user rate
- the actual cost of public transport (including bus and train fares) and tolls for bridges or ferries
- the cost of car parking
- Taxi fares

3 SUBSISTENCE ALLOWANCES

3.1 Subsistence allowances are not attendance allowances, the payment of which would be unlawful. Governors may claim subsistence for attendance on the following approved duties (see 1.2 above) in accordance with the scale laid down by the Governing Body:

<< LIST DUTIES >>

3.2 To qualify, an approved duty must exceed <<four hours>> and the governor must incur out of pocket expenses.

- 3.3** Some governing bodies have refreshments provided on a group basis. This is not affected, but no subsistence may be claimed where refreshments are provided free (i.e. when the governors do not contribute to the cost).

4 CHILDCARE

- 4.1** Governors may claim an allowance for childcare costs incurred on approved duties (see 1.2 above). The allowance will be the actual expenses incurred or a maximum of £20 per hour for each child

The Governing Body will pay up to £500 per annum in this category of allowance.

5 SPECIFIC NEEDS

- 5.1** Governors may claim an allowance for costs relating to specific needs incurred on approved duties (see 1.4 above).

These may include

- taxi fares
- support for the cost of a signer
- audio equipment
- Braille transcription

The Governing Body will pay up to £100 per annum in this category of allowance.

6 OTHER NEEDS

- 6.1** Governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include

- translation of documents

- 6.2** The Governing Body will pay up to £20 per annum in this category of allowance.

7 MISCELLANEOUS

- 7.1** Governors may claim for the following costs incurred in carrying out their duties.

- telephone charges
- photocopying or printing; PC ink cartridges
- stationery including paper
- postage

- 7.2** The Governing Body will pay up to £10 per annum in this category of allowance.

8 CLAIMING

- 8.1** Claim forms (FSE 33A) are available from Governing Body Support, Liverpool Council.

- 8.2** The claimant should complete and sign the form and pass it to the Clerk to the Governing Body.

The Clerk is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- affirming that the claim seems reasonable
- certifying the claim and forwarding it to Liverpool Governing Body Support
- maintaining a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses

- 8.3** Unless substantial sums are involved, governors should claim termly in arrears.

GUIDANCE NOTES

GUIDANCE NOTES

References are to the relevant paragraph in the policy

- 1.2** Amend the list of approved duties by adding or deleting. The Governing Body should decide whether Governors' formal visits (i.e. on Governing Body business) should or should not qualify and amend accordingly.

- 2** Decide whether or not to include this section and adapt as necessary
 - 2.1** Amend the distances quoted if needed.
 - 2.2** Decide whether or not to include this section. This will be applicable on occasions such as when the Governing Body sends a governor to an event (conference/ meeting) at some distance.
 - 2.4** Choose which of these items to include or remove. Amend rates as necessary, but ensure they do not exceed the Inland Revenue approved mileage rates. Governors may wish to exclude taxi fares except where, for example, a governor has specific mobility needs (*see Section 5*)

- 3** Decide whether or not to include this section and adapt as required.

It is a good idea to link the level of any subsistence that can be claimed to a recognised scale. Amend rates as necessary, but ensure they do not exceed the DETR rates for Elected Members.

 - 3.2** Amend the qualifying time as necessary.

- 4** Decide whether or not to include this section and adapt as required. The governing body may also wish to consider any costs incurred by carers and insert an appropriate section.
 - 4.1** Choose one of these options, amend as necessary.
 - 4.2** Decide whether to include this section or adapt as required, including a maximum figure as agreed.

- 5** Decide whether to include this section or adapt as required.
 - 5.1** This category of allowance is intended to support and not hinder access to being a school governor by people with specific needs. Since the range of possibilities is very wide, it might be practical to complete this section in rather broad terms and negotiate with any individual.
 - 5.2** Decide whether to include this section or adapt as required, including a maximum figure as agreed.

- 6** Decide whether to include this section or adapt as required.
 - 6.1** This category of allowance is intended to support and not hinder access to being a school governor by people, for example people whose first language is not English. Since the range of possibilities is very wide, it might be practical to complete this section in rather broad terms and negotiate with any individual.
 - 6.2** Decide whether to include this section or adapt as required, including a maximum figure as agreed.

- 7** Decide whether to include this section or adapt as required, including a maximum figure as agreed.

- 8** In most cases it will be necessary to add this responsibility to the clerk's job description. This must be done by negotiation.