ORCHARD LEA FEDERATION

GOVERNORS' EXPENSES POLICY

Purpose

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Legislation

The Governance Handbook (section 4.10) states that , '*School governance is based on the principle of voluntary service and paying people is subject to legal restrictions'.* There are specific circumstances in which individuals serving on governing bodies can receive payments from their school. The Governance Handbook states that this should only take place where it is clearly in the best interests of the school.

If the Governing body has a delegated budget, they can pay allowances or expenses to Governors and associated members appointed by the Governing body.

The regulations on payments must be:

- In accordance with a policy or scheme created by the school and approved by the governing body.
- For expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings.
- Paid at a rate set out in the scheme and limited to the amount shown on the provided receipt.
- Travel expenses **must** not exceed the HMRC approved mileage rates.
- Where the governing body does not have a delegated budget, the local authority can pay relevant allowances and expenses, which may be at a different rate decided by them. Receipt as proof of expenditure is required to make a claim.

Eligible Expenses

ITEM	RATE / CONDITIONS
Travel Expenses incl mileage	At Cost and mileage as per current HMRC rates. https://www.gov.uk/expenses-and-benefitsbusiness-travel-mileage/rules-for-tax
Care Costs for children and dependent relatives (No expenses may be claimed when care is provided by spouses, partners or other responsible persons normally resident in the family home).	At actual cost up to a maximum rate of £5 per hour.
Support for a Special Need or English as a second Language	At cost
Telephone, photocopying, stationery and postage charges*	At cost

**Governors are encouraged to use the school facilities available, e.g. Telephone, photocopying, stationery and postage. Computers are also available for Governors to use.*

If the expense is for anything other than the above list, whatever the amount, this requires prior approval by the Resources Committee.

No claims will be approved for an attendance allowance, or payment to cover loss of earnings.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

CLAIMS

Where expenses are being claimed, Governors should complete an Expenses Claim Form (see below) at least termly. Claims up to £25 a term may be authorised by the Chair of Governors, claims over £25 must be authorised by the Chair of Governors and the Executive Headteacher. Payment will then be made by the school through the school IBC system (not cash).

All claims must be supported by receipts or records of costs.

AUDIT AND ACCOUNTABILITY

The total costs incurred by the Governing Body in respect of this Expenses Policy must be reported annually to the Full Governing Body and consequently will be recorded in the minutes of the meeting.

All expense claims will be subject to the normal LEA audit arrangements.

All Governors' expense claims and the supporting receipts and records will be held by the Federation Business Manager.

WITHDRAWAL ARRANGEMENTS

In accordance with School Government Regulations, any governor whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in it.

CLAIM FORM

The claim form to be used is at the end of this policy. (Page 3)

REVIEW OF POLICY

This policy must be reviewed on an annual basis by the Resources Committee and any proposals for changes put to the Full Governing Body for approval. An urgent review of the policy will take place, should it become clear that this budget may be exhausted within the financial year

Reviewed by Governing Body: Jan 2026

Next review: Jan 2027

Governors Expenses Claim Form - Orchard Lea Federation

Name of Governor: _____ Claim Period: _____

Expense Type	Amount
Travel Expenses	£
Mileage Car CC _____ HMRC Rate _____ Miles claimed _____ Trip Details _____ _____	£
Childcare	£
Support for a Special Need or English as a second Language	£
Telephone Charges, photocopying, postage or stationary	£
Other (please specify)	£
Total Amount	£

Details of the claim, eg course attended, dates, trips etc:

_____

_____

I CERTIFY THAT THE EXPENSES CLAIMED HAVE BEEN REASONABLY INCURRED IN CARRYING OUT MY DUTIES AS A GOVERNOR OF ORCHARD LEA FEDERATION:

_____ Name of Governor (please print name)

_____ Signature of Governor

_____ Date

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND APPROVE THIS CLAIM ACCORDINGLY:

_____ Chair of Governors (please print name)

_____ Chair of Governors

_____ Date

Where over £25- I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND APPROVE THIS CLAIM ACCORDINGLY:

_____ EHT (please print name)

_____ EHT sign and Date

I CERTIFY THAT I HAVE RECEIVED £_____IN RESPECT OF GOVERNORS' EXPENSES:

_____ Claiming Governor (please print name)

_____ Signature

_____ Date