HOLY TRINITY
CATHOLIC SCHOOL
OAKLEY ROAD | SMALL HEATH | BIRMINGHAM | B10 0AX

POLICY FOR THE PAYMENT OF ALLOWANCES TO GOVERNORS & ASSOCIATE MEMBERS SERVING ON MAINTAINED SCHOOL GOVERNING BODIES

1) INTRODUCTION

1.1) Regulation 28 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states that: *The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).*

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

1.2) The aim of this policy is to ensure that elected members of the Governing Body do not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the Governing Body, and that a facility exists which enables the Governing Body to pay reasonable expenses from the school's budget share to governors that have incurred them.

2) ACTIVITIES FOR WHICH ALLOWANCES MIGHT BE PAYABLE

2.1) The Governing Body considers that its members should be entitled to claim allowances for the following activities:

a) formal meetings of the Governing Body and its appointed committees;
b) formal meetings attended by governors on behalf of the Governing Body where the attendance has been requested or approved by the Governing Body;
c) other meetings or events requiring the attendance of governors on behalf of the School where the attendance has been requested or approved by the Governing Body;
d) other visits to school that fall within the Governing Body approved policy on governor visits or which have been otherwise approved by the Governing Body.

The Governing Body notes that the above does not include attendance allowances or reimbursement for any loss of earnings.

3) BASIS AND RATES OF PAYMENT

3.1) For any meetings that come within the provisions of paragraph 2 the Governing Body to adopt the following scheme of payments:

a) travel by rail – 2nd class fare;
b) travel by bus – the fare actually paid;
c) travel by the members own private motor vehicle where its use results in a substantial saving of governors' time or is in the interest of the Governing Body or is otherwise reasonable. Rates payable as adopted by the Governing Body however, expenses incurred through the use of private cars and motor cycles shall be at a rate not exceeding Her Majesty's Revenue & Customs Approved Mileage Rates which are published on the following website www.hmrc.gov.uk/rates/travel.htm;
d) subsistence – Re-imbursement for food and drink items bought on the day claimed. Rates payable as adopted by the Governing Body but shall not exceed the agreed levels set out in the Birmingham City Council Staff Handbook, which can be downloaded from the Schools HR Portal https//schoolshr.birmingham.gov.uk
e) other eligible expenses agreed by the Governing Body.

As there are no national or local rates set for these expenses the Governing Body will determine rates of payment based on provision of a receipt.

3.2) All expense claims should be made in the same financial year as the expenses have been incurred.

4) METHOD OF PAYMENT

After consultation with the Inland Revenue the Local Authority has produced the following advice on how these allowances may be claimed.

4.1) Reimbursement

a) *Car and Motor Cycle Mileage (including parking fees)*

It is strongly recommended that if mileage and subsistence payments are made in accordance with nationally and locally agreed rates, such payments are made via the Local Authority's Central Payroll System. Such Payments are considered by the Inland Revenue to contain a "profit" element and as such may be subject to tax; they need not be taxed at source, but a schedule of all payments must be made to the Inland Revenue. This will be done by Education Finance.

b) Reimbursement of Actual Costs for Bus, Rail Fares, Subsistence and Other Expenses etc.

Reimbursement of actual costs incurred for expenses, including parking fees that are not incorporated within a claim for car or motorcycle mileage, may be made out of petty cash, as there is no profit element. Appropriate receipts, including those for VAT, must be provided.

5) CLAIM FORMS

5.1) Claims that relate to car and motorcycle mileage should be submitted on the standard form for governors (appendix A of this policy) that is certified by the Chair of the Governing Body, Headteacher, relevant School Business Manager or other nominated governor. Completed certified forms are sent to: School and Governor Support, P.O. Box 16260, Birmingham, B2 2WU. No governor should certify their own claim for expenses incurred.

5.2) Claims that relate to actual costs incurred (e.g. subsistence) should be submitted on the standard claim form (appendix B of this policy) that is certified by the Chair of the Governing Body, Headteacher or other nominated governor and presented to the School for payment from petty cash. No governor should certify their own claim for expenses incurred.

6) OTHER INFORMATION

6.1) Use of private vehicles and insurance documentation

Members are reminded that if they use their cars for the discharge of their duties, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

Date agreed by the Governing Body: _____

Signed: _____
(Chair of the Governing Body)

APPENDIX A

SCHOOL GOVERNOR CAR AND MOTOR CYCLE MILEAGE CLAIM FORM

Please note that under the School Governance (Roles, Procedures & Duties) (England) Regulations 2013 there is no requirement for a Governing Body to establish a policy/scheme for the payment of allowances to members of the Governing Body. However, in the interest of fairness, Governing Bodies are advised to agree a policy/scheme defining what expenses it will reimburse.

Please ensure that you complete all of the requested details in order to avoid a delay in payment.

Name:	
Address:	
Telephone Number:	
School:	
National Insurance No:	
Date of Birth :	
Make and Type of Vehicle:	
Registration Number:	
Engine Capacity:	

Payment Details

Payment may be made either by cheque to your home address, or directly to your bank / building society. Please complete A or B accordingly.

A) Address for cheque to be sent to	**B) Details of Bank/Building Society**

FOR OFFICE USE ONLY

SAP Number

School Budget Code

Please turn over

This section must be completed in full and where applicable receipts should be attached.

Period of Claim	From:	To:

Mileage Incurred

Date	**Departing From**	**Returning To**	**No. of Miles Claimed**	**Details**

Total Number of miles claimed: _____ @ _____ p per mile

Total Travelling Allowance: _____

Authorisation of Payment

The Governing Body has adopted a policy/scheme for the payment of allowances to members of the Governing Body.

Y	N

(Please tick as appropriate)

The Governing Body has adopted the Local Authority example policy for the payment of allowances to members of the Governing Body.

Y	N

(Please tick as appropriate)

If the Governing Body has adopted its own policy/scheme then please enclose a copy with this claim form.

Calculations checked by: _____

Authorised: _____
(Chair, Headteacher, relevant School Business Manager or nominated governor)

I declare that I have actually and necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a member of the Governing Body.

Signed *(claimant)***:** _____ **Date:** _____

Please return this form to: Directorate of Children, Young People and Families
School & Governor Support
PO Box 16260
Birmingham, B2 2WU Tel: 0121 464 2222

Birmingham City Council

APPENDIX B

SCHOOL GOVERNOR CLAIM FORM FOR ACTUAL EXPENSES INCURRED

Please note that under the School Governance (Roles, Procedures & Duties) (England) Regulations 2013 there is no requirement for a Governing Body to establish a policy/scheme for the payment of allowances to members of the Governing Body. However, in the interest of fairness, Governing Bodies are advised to agree a policy/scheme defining what expenses it will reimburse.

Claims for actual expenses incurred should be presented to the school for payment from petty cash.

Please ensure that you complete all of the requested details in order to avoid a delay in payment.

Name:	
Address:	
Telephone Number:	

This section must be completed in full and where applicable receipts should be attached.

Period of Claim	From:	To:

Actual Expenditure Incurred

Date	Details	Amount Claimed

Calculations checked by: _____

Authorised: _____
(Chair, Headteacher relevant school Business Manager or nominated governor)

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the Governing Body.

Signed *(claimant)*: _____ **Date:** _____