

# Stewards Academy

Parnall Road  
Harlow  
Essex  
CM18 7NQ



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|---|--|------------------------------|----------------------------|--------------------|---|
| <b>POLICY NAME</b>  | Governors Expenses Policy                            |                              |                            | <b>POLICY NO.</b>  |   |
| <b>EFFECTIVE DATE</b>   | 19/10/2022   | <b>DATE OF LAST REVISION</b> | 19/10/2022                 | <b>VERSION NO.</b> | 6 |
| <b>REVIEW FREQUENCY</b>   |  |                              |                            |                    |   |
| <b>ADMINISTRATOR RESPONSIBLE</b>  | Clerk to Governors –<br>Chair of Resources Committee |                              | <b>CONTACT INFORMATION</b> |                    |   |
| <b>APPLIES TO</b> apply group names to define applicable areas of staff |  |                              |                            |                    |   |
| <b>GROUP 1</b>  |  | <b>GROUP 2</b>               |                            | <b>GROUP 3</b>     |   |
| <b>GROUP 4</b>  |  | <b>GROUP 5</b>               |                            | <b>GROUP 6</b>     |   |

| VERSION HISTORY |                              |                               |                                |                    |
|-----------------|------------------------------|-------------------------------|--------------------------------|--------------------|
| VERSION         | APPROVED BY                  | REVISION DATE                 | DESCRIPTION OF CHANGE          | AUTHOR             |
| 1               | Finance and General Purposes | July 2017                     | Reviewed and approved          | Clerk to Governors |
| 2               | Finance and General Purposes | 10 <sup>th</sup> October 2018 | Reviewed and approved          | Clerk to Governors |
| 3               | Finance and General Purposes | 5 <sup>th</sup> December 2018 | Updated, reviewed and approved | Clerk to Governors |
| 4               | Resources                    | 14 <sup>th</sup> October 2020 | Reviewed and approved          | Clerk to Governors |
| 5               | Resources                    | 13 <sup>th</sup> October 2021 | Reviewed and approved          | Clerk to Governors |
| 6               | Resources                    | 19 <sup>th</sup> October 2022 | Reviewed and approved          | Clerk to Governors |
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## Governors Expenses Policy

The Education (Governors' Allowances) Regulations 2003 provide the legal framework for governing bodies to pay 'out of pocket' expenses to their governors / trustees. The DfE guidance which accompanied those regulations states, "It is good practice to pay such allowances as governors / trustees should not be out of pocket for the valuable work they do".

Legitimate allowances include cost of:

- travel allowances to Governing Body / Board of Trustees, Committee meetings or training courses,
- reasonable child-care while attending meetings or / training,
- photocopying / printing papers for governing body business.

The Governors of Stewards Academy recognise that payment of allowances must be openly available to parents and other interested stakeholders. The Governing Body / Board of Trustees must consider the payment of allowances annually, and the outcome must be recorded appropriately in the minutes.

Currently Governors / Trustees do not claim for expenses, but should a Governor / Trustee need to claim at any point this would be raised in confidence with the Chair of Governors. Authorisation of Governors' expenses would be by the Chair of Governors. Claims by the Chair of Governors would be authorised by both the Vice Chair of Governors and the Chair of the Resources Committee.

### **Rates of Reimbursement:**

The Academy will reimburse mileage expenses to Governors / Trustees for journeys at a rate in accordance with the limitations set out by HM Revenue & Customs.

<https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2022-to-2023#employee-vehicles-mileage-allowance-payments>

Rates of subsistence will be paid up to the rates below, will not include claims for alcohol and must be supported by receipts. The HMRC Guidance EIM30240 applies

<https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim30240>

|   |     |
|---|-----|
| Meal rate – after 5 hours                       | £5  |
| Meal rate – after 10 hours                      | £10 |
| Meal rate – after 15 Hours (and ongoing at 8pm) | £25 |

### **Procedure:**

Governors will not normally receive reimbursement of expenses incurred when carrying out their duties as Governors.

- In exceptional cases Governors may claim reimbursement but only where approval has been given in writing before the expenses have been incurred. Approval may be given by one of the people in Group A below plus one from Group B.
  - Group A:
    - Chair of Governors – for all Governors (except the Chair of Governors)
    - Vice-Chair of Governors and Chair of Resources Committee (for the Chair of Governors only)
  - Group B: Headteacher or Business Manager.

- Any claim for expenses approved will be at the rates and under the conditions published by the HM Revenue and Customs.
- All claims must be supported by receipts where appropriate.