



## Governor Expenses Policy

Document Control	
Title	Governor Expenses Policy
Policy Number	MHS036
Date	31st March 2021
Supersedes	September 2019
Purpose of the policy	Sets out the regulations for governors claiming expenses
Related policies/guidance	Governor Code of Conduct MCC Financial Regulations
Review	March 2023
Author	Catherine Charnock
Date Consultation Completed	31st March 2021
Date adopted	7th July 2021 by Full Governing Body

Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

This policy statement has been developed in accordance with the School Governance (Roles Procedures and Allowances) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Manchester Hospital School and Home Teaching Service Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.



# Manchester Hospital School

All governors of Manchester Hospital School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Manchester Hospital School, and are agreed by the Finance/Staffing/Pay Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare (excluding payments to a current/former spouse or partner)
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
  - The cost of travel relating only to travel to meetings/training courses at a rate of 25 pence per mile which does not exceed the specified rates for school personnel. Reimbursement of cost of public transport or if approved by committee or taxi fare where appropriate and agreed in advance.
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source
  - Telephone charges, photocopying, stationery, postage etc
  - Any other justifiable allowances.

**The Governing Body at Manchester Hospital School acknowledges that:**

- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Business Manager), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.



# Manchester Hospital School

*(This policy is taken from the National Governors' Council, Good Practice Guides for Governors)*



# Manchester Hospital School

Manchester Hospital School

## Governing Body Expenses Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address</b>	
<b>Post Code</b>	

I claim the total sum of £ \_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed \_\_\_\_\_

	£	p	p
Child care expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to: Catherine Charnock  
admin@hospitalschool.manchester.sch.uk

Claim approved by:..... Date:.....

Payment details:

BACS no: ..... Date:.....