



## ST MICHAEL'S CATHOLIC COLLEGE GOVERNOR ALLOWANCES POLICY 2024-25

### **Introduction**

This policy is written with full regard to the Academy Trusts Governance Handbook (2020) and the latest Academy Trust Handbook. These make provision for allowances to be paid for any expenditure 'necessarily incurred by that person for the purpose of enabling him/her to perform any duty as a governor'. In this respect, Governors cannot be paid an attendance allowance i.e. payment for attending meetings, or for loss of earnings during attendance at meetings.

All expenses claims must be met from the college's budget. Payment may be made from any other source of income to the college (e.g. private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

Providing that only actual expenditure is reimbursed governors would not be liable for tax on allowances paid.

### **Allowances**

#### **Travel and subsistence**

Mileage may be claimed for distances exceeding 1 mile each way for the purpose of attending meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances at the current rate. The rate of reimbursement must not exceed the maximum level published by HMRC.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

#### **Child care or babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for

his/her child. Care arrangements for an elderly or dependent relative cost may be claimed for situations similar to those for child care.

**Telephone charges, photocopying, stationery, etc.**

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be presented when claiming such expenses.

**Other Allowances**

The above list is not exhaustive and the Governing Body will take account of individual needs, for example, to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

Where possible, reimbursable costs should be agreed in principle by the Chair of Governors or the Principal before they are incurred.

Governors should claim in arrears on a termly basis. Claims should be authorised by the Principal and Chair of Governors and submitted to the Finance Office for payment. No claim will be approved unless submitted on the appropriate form with receipts attached.

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.

The policy and amounts payable will be reviewed on an annual basis.

**August 2024**

**Signed:**

**Date: 26/09/24**

**Chair of the Finance Committee**

**Review Date: August 2025**