



DIRECTORS' EXPENSES

- **Scope**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Teignmouth Community School's board of Directors believe that paying expenses to governors (hereinafter referred to as directors), in specific categories as set out below, helps to ensure equality of opportunity to serve as a director for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

- **Requirements**

1. This policy will be reviewed annually. Directors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a director or representative of Teignmouth Community School, and are agreed by the Finance portfolio holder or Chair of Directors for members of the finance portfolio group and that they are justified before any reimbursable costs are incurred.

Approved Duties

2. Directors may claim expenses for attendance on approved duties. The following are accepted as approved duties:
 - Properly convened full body meetings;
 - Properly convened portfolio meetings of the Directors;
 - Other duties designated by the Directors e.g. acting as a panel approved by the Directors for long/short listing/interviewing candidates for a staff appointment;
 - Directors' formal visits to the Schools will qualify. Casual visits to the Schools are not deemed approved duties.

Extent of Claims

3. Directors will be able to claim for the following on a case-by-case basis and with the prior approval of the Chair of Directors or the Finance portfolio holder:
 - Childcare or baby sitting allowances (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 (e.g. audio support) or because English is not their first language (e.g. translations);
 - The cost of travel relating only to travel to meetings/training courses at the Schools at the rate set out in Appendix 1 where an additional return journey has had to be made ;
 - Travel and subsistence costs, payable at the rates set out in Appendix 1 associated with attending national meetings or training events, unless these costs can be claimed from another other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable expenditure.

Full details and financial limits applying to each category are set out in Appendix A.

Specific Exclusions

4. Directors are not allowed to:
 - be paid attendance allowance;
 - be reimbursed for loss of earnings.

How to Make Claims

4. 5. Directors required to attend a particular event other than a calendared meeting of the Directors or a Committee should obtain the prior approval to attend and thus incur the costs from the Chair of Directors or the Finance portfolio holder:
6. Directors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts where required, and return it to the School Finance Office within 4 weeks of the date when the expenditure was incurred. Claims will be submitted for approval by the Chair of Directors or the Finance portfolio holder and the details presented to the Finance portfolio meeting (which meets at least once per half-term) for noting.

Audit

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

Reporting & Transparency

8. At the end of each financial year the Schools will publish details of the Directors expenses. The following details will be published:
 - the full name of each Director making a claim;
 - the total amount claimed by each Director during the financial period concerned.

- **Key Terms and Definitions**

Acronym	Term	Definition

- **Amendment Record**

Version #	Date	Amended By	Nature of Change
1	01/09/2012	R Willcocks	Initial publication

NB: The content of this policy is based on Appendix 1 of the National Governors Association report 'Good Practice in Developing an Allowances Policy for Governing Bodies 2005'.

Teignmouth Community School

Directors Expenses, Subsistence Details and Limits

Train & Bus Fares

Directors may claim second class return rail fares or actual bus/coach fares when attending meetings on behalf of the school. Evidence of purchase will be required to accompany the claim form.

Taxi Fares

The actual cost of a taxi fare may be claimed upon submission of a valid receipt.

HM Revenue & Customs Car Mileage Rates

A car mileage rate not exceeding the maximum paid to teachers at the Schools is payable. Where meetings or training takes place outside of the Schools the following HM Revenue and Customs rates will apply:

Approved mileage rates From 2012/13:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	24p
Motor cycles	25p	20p
Bicycles	24p	20p

Where two Directors attend the same meeting and car share only the owner driver may make a claim. The individual making the claim may claim an additional 1p per mile in respect of transporting their passenger.

PLEASE NOTE: Directors should ensure that they are insured to use their car on School business in their capacity as a school director.

Car Parking

The actual cost of car parking may be claimed upon submission of a valid car parking ticket.

Subsistence

Directors may claim for all non-alcoholic beverages and be re-imbursed for actual costs incurred in respect of meals and refreshments up to a maximum of £7 for breakfast, £7 for lunch, £12 for dinner and £5 for supper where such meals are taken when on official school business. Receipts in support of each claim are required.

Directors may not claim where meals and refreshments are provided at the event concerned.

Childcare

Directors may claim in respect of childcare costs incurred on approved duties to maximum of either the actual costs incurred or £7 per hour for each child. The School will pay a maximum of £100 per annum per director in this category of allowance.

Administration Costs

Directors may claim the following administration costs incurred in carrying out their duties:

Telephone charges;
Photocopying charges;
Printing charges (Ink cartridges);
Stationery (including paper);
Postage.

Evidence in support of such claims such as receipts and invoices will be required. The School will pay a maximum of £50 per annum per director.

Specific Needs

Directors may claim for costs relating to their specific needs arising out of their role. Such costs may include:

Audio equipment;
The costs of a signer;
Braille transcription;
The costs of translation.

Such payments will be made upon the authorisation of the Chair of Directors of the Finance portfolio Committee up to a limit of £100 per annum per director.