



**KESGRAVE HIGH SCHOOL
GOVERNOR EXPENSES POLICY**

Governor Expenses Policy 2018

Policy Approved by

Finance Committee		28 November 2018
Chair of Finance Committee	Eunice Brain	28 November 2018
Whole Governing Body		6 December 2018

Position	Name	Signature	Date
Headteacher	Nigel Burgoyne		6 December 2018
Chair of Governors	Sue White		6 December 2018

'more than just a school'



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1 Introduction

The following policy has been written in accordance with the guidance from the Charity Commission's document (CC11) which is also referenced in the current Academies Financial Handbook.

CC 11 states "The law entitles charity trustees to claim legitimate expenses while engaged on trustee business."

2 Payments and Expenses

Governors are able to claim travel expenses for specific governor training events or on any other business for the Governing Body as agreed. This can include the cost of public transport, taxi fares and mileage at the rate specified by HMRC at the time (see attached appendix). Car parking charges in conjunction with the above, may also be claimed, providing the original receipts are submitted.

Requests for payment of any other associated expenses will be considered on a case-by-case basis by the Chair of Governors/Chair of Finance in liaison with the school, before costs are incurred.

In order to obtain payment, Governors should request a form from the school office.

2.1 Mileage Allowance Payments

Mileage Allowance Payments for vehicles owned by Governors, and passenger payments will be paid at the published HMRC rate current at the time.

3 Accounting for Governor Expenses

In order to comply with Charities Statement of Recommended Practice (SORP); academies must disclose a note to their accounts:

- the total amount of trustee expenses;
- the nature of the various expenses, and
- the number of trustees involved.

Expenses do not include purchases made on behalf of the charity for which a trustee has been reimbursed. If the trustees have received no expenses, this should also be stated.