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## MALDEN OAKS SCHOOL

### Members' Allowances and Expenses Policy

#### 1. Aims

The Management Committee (MC) has decided to pay reasonable allowances from the school's delegated budget to cover any costs that members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from joining the Management Committee on grounds of cost.

#### 2. Legislation and guidance

[The Governors Handbook \(March 2019\)](#) (section 4.7.1, paragraph 63) allows the Management Committee to choose whether or not to pay allowances to board members. Where the Committee chooses to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

#### 3. Scope

Members of the Management Committee may claim allowances to cover expenditure necessary to enable them to perform their duties. This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members may claim for:

- Childcare\*
- Care for elderly or dependent relatives\*
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs\*
- Telephone charges, photocopying, postage, stationery, etc.\*
- Other justifiable allowances

*\* See further detail below*

**Cost of care.** Where a Member does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care during an absence in which that Member attends Management Committee meetings or those of its sub-committees or is otherwise representing the school or MC. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to the carer.

**Travel expenses** are payable for a **Qualifying Journey**. A Qualifying Journey is one where a Member travels to a meeting at the school, or travels on essential school business. Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2). Public transport costs may be claimed for the standard/economy class fare. Where it is not possible to use public transport, the receipted cost of a taxi fare may be claimed.

**Telephone, stationery etc.** Costs may be reimbursed where the Member is unable to use the facilities of the school in performing any duty on behalf of the MC. Members must keep a written record or obtain a receipt (where possible) relating to the expenditure incurred.

#### **4. Procedure**

Reimbursable costs should be agreed in principle by the Chair of Management Committee or the Chair of Finance, Personnel and Premises sub-committee **before** they are incurred. Allowances should be claimed by completing a claim form (annex 1) and submitting it in the first instance to the Chair of Management Committee or, in the Chair's absence, the Chair of Finance, Personnel and Premises sub-committee. The form should be submitted within one month of the expense incurred. Once approved, the claim will be passed to the Business Manager for payment.

Allowances will be paid in arrears on a case-by-case basis, will only be paid on provision of a receipt, and will be limited to the amount shown on the receipt.

The Chair of Management Committee (or where appropriate the Chair of Finance, Personnel and Premises sub-committee) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

#### **4. Monitoring arrangements**

This policy will be reviewed three-yearly by the Finance, Personnel and Premises sub-committee. Any amendments will be reported to a meeting of the full Management Committee.

**Appendix 1: Members' claim form****Malden Oaks****Management Committee member: claim form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Claim period: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Expense type</b>	<b>£</b>
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

Please give brief details of the expenses claimed:

Approved: .....(Chair of MC or FPP) Date:.....

.....(Business Manager) Date:.....

**Appendix 2: approved mileage rates**

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Reviewed by: RJG (MC Chair)

Date reviewed and approved: 15 May 2019 (FPP)

Date of next review: May 2022