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PARKWOOD HALL CO-OPERATIVE ACADEMY

Parkwood Hall

Co-operative Academy

"Growth through Personal and Social Learning"

Statutory Policy File

EXPENSES POLICY FOR GOVERNORS

Index No: 25 (v3.0)

Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Our Core Values



EXPENSES POLICY FOR GOVERNORS

Parkwood Hall Cooperative Academy (PHCA) is a member of the Co-operative Movement. The school is committed to principles of equity and openness and will make every effort to make sure that its policies and practice comply with those principles as well as relevant legislation. As such, it is intended that this policy encourages and facilitates participation and inclusion in the governing body. It is intended that policy will facilitate representation on the governing body from all walks of life and in particular encourage governors with disabilities to be represented.

Governors Expense claims will be met from a delegated budget at the Academy. All governors of the Academy will be entitled to claim actual and necessary costs which they incur as follows:

1. Governors will be able to claim allowances providing they are incurred in carrying out their duties, as a Governor or representative of PHCA, are reasonable, and are agreed by the relevant committee chair as justified before reimbursable costs are incurred.
2. Governors will be able to claim for the following, with the prior approval of the Chair of Governors, Vice-Chair, Chair of F&GP Committee (FGP) or the Principal (or in the case of expenses for the Chair, the whole committee). This prior approval may be a blanket approval, e.g. governors can claim a set amount for a set requirement:
 - 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 a disability or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at HMRC approved mileage rates. Own travel and subsistence costs only, payable for at the current rate approved for staff in the staff expenses policy, unless these costs can be claimed from another source; for public transport, actual costs incurred. Where more than one class of fare is available, the rate shall be limited to second class fares. The cost of travel by taxi will be reimbursed only in reasonable circumstances.
 - Reasonable telephone charges, photocopying, stationery, postage incurred wholly and exclusively in the performance of their duties as governor. Where practical however Governors are expected to make use of administrative facilities made available on school premises;
 - Any other justifiable allowances subject to the approval of the FGP.

The Governing Body acknowledges that:

- Governors may not be paid any attendance allowance;
- Governors may not be reimbursed for loss of earnings.
- Governors may not be reimbursed for expenses not wholly, reasonably or exclusively incurred on behalf of PHCA.

Any Governor wishing to make a claim under this Policy should seek prior approval before incurring any expenditure to the Chair of Governors, Vice-Chair, Chair of the FGP or the Principal.

Any Governor wishing to make a claim under these arrangements should:

1. Obtain prior consent in line with this policy.
2. Keep receipts where applicable or a print out if using a travel card, contactless payment or similar.
3. Obtain a claim form from the School Office.
4. Submit the claim form and any receipts to the School Office for approval and payment.
5. Payment, where authorised, will normally be made by the school within 10 working days.

Claims will be subject to independent audit, declared in the School's audited financial statements and may be investigated by the Chair of Governors (or Chair of the FGP in respect of the Chair of Governors) if they appear excessive or inconsistent.

APPROVAL

This Policy was written for Parkwood Hall Co-operative Academy and will be reviewed by the Finance & General Purposes Committee on a 1 year cycle.

Policy Reviewed:	03/12/20
Next Review:	02/12/21
Signature of Governor: <i>Libby Blake</i> Date: 4/12/20	Signature of Principal: <i>Anna Gray</i> Date: 4/12/20

Version and Date		Action/Notes
1.0	01/04/15	Creation of document
2.0	22/11/17	Yearly review
3.0	3/12/20	Yearly review – approved F&GP 3/12/20