



Tatworth

Primary School

PAYMENT OF DIRECTORS ALLOWANCES

Ratified by:	Full Board of Directors
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Next Review:	In readiness for 20/21 Academic Year

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TATWORTH PRIMARY SCHOOL

PAYMENT OF DIRECTORS' ALLOWANCES

INFORMATION AND GUIDANCE

- Academies can choose whether or not to pay legitimate expenses incurred by directors from the school's delegated budget to enabling them to perform any duty as director or as an associate member.
- Where a governing body does pay allowances, the policy should specify the areas for which claims can be made and the relevant rates, where applicable. A governing body cannot make different provision in relation to members of the governing body and associate members.
- Where the policy is not to pay allowances, this decision needs to be recorded in the minutes of the meeting when it was made.
- Further information is available at 12.6.1 of the Governance Handbook which is available via DfE website

The Board need to consider if certain expenses should be allowed.

The Board have agreed that for 20/21 academic year, if they wish, directors may claim certain expenses.

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Aims of the Policy

This governance board has decided to pay certain reasonable allowances from the school's delegated budget to cover any costs that board 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 becoming a director on the grounds of cost.

Legislation and Guidance

The Governance Handbook (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

Overview

Members of the governance board 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 of the governing board may claim allowances by completing a claim and submitting it to the Clerk
- Claims of over £50 per month would be authorised in exceptional circumstances only.
- The Chair will decide if payment should be made.
- The total claims made at the end of the financial year will be reported to the Full Board of Directors.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the governance board may claim for:

- Childcare or babysitting 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);
- Course fees
- The extra costs they incur in performing their duties because they have special needs.
- The cost of travel relating only to travel to meetings/training courses at a rate recommended by HMRC, please see table below.
- Travel and subsistence costs, payable at the current rates specified by the HM Revenue and Customs (HMRC), associated with attending national meetings or training events, unless these costs can be claimed from any other source;
- Telephone charges;
- Photocopying, stationery, postage etc. (the majority of which should be done via the school);
- Any other justifiable allowances.

*Should a director's child attend Breakfast Club or Stay and Play in order to facilitate the director attending a meeting the charge for this service will be waived.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair **before** they are incurred.

The chair of the board (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a director uses their own vehicle must not exceed HMRC approved mileage rates (see below).

4. Monitoring arrangements

This policy will be reviewed annually by the Full Board of Directors. Any amendments will be presented at a meeting of the full governing board.

Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

<https://www.gov.uk/government/organisations/hm-revenue-customs>

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

TATWORTH PRIMARY SCHOOL
Director Allowances Claim Form

Name:	Date:
Address:	
Claim Period:	

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

Signed.....

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for directors with special needs		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify below)		

Warning: claiming for journeys or miles not driven is an offence under section 15 of the theft act 1968

Journey details

Date	From	To	Reason for Journey	Number of miles	Other expenses e.g. parking

Other Expense details

Date	Reason for Expense	Detail of Expense