



Al-Hijrah School  
مدرسة الهجرة


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# Governors' Allowances Policy 2017

## Policy Monitoring, Evaluation & Review

The school will review this policy as below and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Updated	October 2017
Next Review Date	October 2018

This policy was adopted on 18 <sup>th</sup> October 2017		
Name	David Willey Chair of IEB	 Signed

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## 1) Introduction

- 1.1) This policy applies to those appointed by Birmingham City Council (BCC) to serve as members of the IEB pursuant to a Local Authority's powers under section 65 of and Schedule 6 to the Education Act 2006

The aim of this policy is to ensure that members of the IEB do not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the IEB Body, and that a facility exists which enables the IEB to pay reasonable expenses from the school's budget share to governors that have incurred them.

## 2) Activities for Which Allowances Might be

- 2.1) BCC considers that appointed IEB members should be entitled to claim allowances for the following activities:
- formal meetings of the IEB and its appointed committees/sub groups;
  - formal meetings attended by members of the IEB on behalf of the IEB where the attendance has been requested or approved by the IEB;
  - other meetings or events requiring the attendance of IEB members on behalf of the School where the attendance has been requested or approved by the IEB;
  - other visits to school that have been approved by the IEB.

**The above does not include attendance allowances or reimbursement for any loss of earnings.**

## 3) Basis & Rates of Payment

- 3.1) For any meetings that come within the provisions of paragraph 2 BCC recommends adoption of the following scheme of payments:
- travel by rail – 2<sup>nd</sup> class fare;
  - travel by bus – the fare actually paid;
  - travel by the members own private motor vehicle where its use results in a substantial saving of governors' time or is in the interest of the IEB or is otherwise reasonable. Rates payable as adopted by the IEB however, expenses incurred through the use of private cars and motor cycles shall be at a rate not exceeding Her Majesty's Revenue & Customs Approved Mileage Rates which are published on the following website [www.hmrc.gov.uk/rates/travel.htm](http://www.hmrc.gov.uk/rates/travel.htm);
  - subsistence – Re-imburement for food and drink items bought on the day claimed. Rates payable as adopted by the IEB but shall not exceed the agreed levels set out in the Birmingham City Council Staff Handbook, which can be downloaded from the Schools HR Portal <https://schoolshr.birmingham.gov.uk>
  - other eligible expenses agreed by the Governing Body.

As there are no national or local rates set for these expenses the IEB will determine rates of payment based on provision of a receipt.

- 3.2) All expense claims should be made in the same financial year as the expenses have been incurred.

## 4) Method of Payment

After consultation with the Inland Revenue BCC has produced the following advice on how these allowances may be claimed.

### Reimbursement

*Car and Motor Cycle Mileage (including parking fees)*

It is strongly recommended that if mileage and subsistence payments are made in accordance with nationally and locally agreed rates, such payments are made via the Local Authority's Central Payroll System. Such Payments are considered by the Inland Revenue to contain a "profit" element and as such may be subject to tax; they need not be taxed at source, but a schedule of all payments must be made to the Inland Revenue. This will be done by Education Finance.

*b) Reimbursement of Actual Costs for Bus, Rail Fares, Subsistence and Other Expenses etc.*

Reimbursement of actual costs incurred for expenses, including parking fees that are not incorporated within a claim for car or motorcycle mileage, may be made out of petty cash, as there is no profit element. Appropriate receipts, including those for VAT, must be provided.

## **5) Claim Forms**

5.1) Claims that relate to car and motorcycle mileage should be submitted on a standard form for IEB members (appendix A of this policy) that is certified by the Chair of the IEB, Headteacher, relevant School Business Manager or other nominated IEB member. Completed certified forms are sent to: School and Governor Support, P.O. Box 16260, Birmingham, B2 2WU. No IEB member should certify their own claim for expenses incurred.

5.2) Claims that relate to actual costs incurred (e.g. subsistence) should be submitted on the standard claim form (appendix B of this policy) that is certified by the Chair of the IEB, Headteacher or other nominated IEB member and presented to the School for payment from petty cash. No governor should certify their own claim for expenses incurred.

## **6) Other Information**

### **6.1) Use of private vehicles and insurance documentation**

IEB Members are reminded that if they use their cars for the discharge of their duties, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

**SCHOOL GOVERNOR CAR AND MOTOR CYCLE MILEAGE CLAIM FORM**

Please note that under the School Governance (Roles, Procedures & Duties) (England) Regulations 2013 there is no requirement for a Governing Body to establish a policy/scheme for the payment of allowances to members of the Governing Body. However, in the interest of fairness, Governing Bodies are advised to agree a policy/scheme defining what expenses it will reimburse.

Please ensure that you complete all of the requested details in order to avoid a delay in payment.

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>School:</b>	
<b>National Insurance No:</b>	
<b>Date of Birth :</b>	
<b>Make and Type of Vehicle:</b>	
<b>Registration Number:</b>	
<b>Engine Capacity:</b>	

**Payment Details**

Payment may be made either by cheque to your home address, or directly to your bank / building society. Please complete A or B accordingly.

<b>A) Address for cheque to be sent to</b>	<b>B) Details of Bank/Building Society</b>

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FOR OFFICE USE ONLY

School Budget Code

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**Please turn over**

**This section must be completed in full and where applicable receipts should be attached.**

<b>Period of Claim</b>	From:	To:
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**Mileage Incurred**

<b>Date</b>	<b>Departing From</b>	<b>Returning To</b>	<b>No. of Miles Claimed</b>	<b>Details</b>

Total Number of miles claimed: \_\_\_\_\_ @ \_\_\_\_\_ p per mile

Total Travelling Allowance: \_\_\_\_\_

**Authorisation of Payment**

The Governing Body has adopted a policy/scheme for the payment of allowances to members of the Governing Body.

Y	N

*(Please tick as appropriate)*

The Governing Body has adopted the Local Authority example policy for the payment of allowances to members of the Governing Body.

Y	N

*(Please tick as appropriate)*

If the Governing Body has adopted its own policy/scheme then please enclose a copy with this claim form.

**Calculations checked by:** \_\_\_\_\_

**Authorised:** \_\_\_\_\_  
*(Chair, Headteacher, relevant School Business Manager or nominated governor)*

I declare that I have actually and necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a member of the Governing Body.

**Signed (claimant):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form to: **Directorate of Children, Young People and Families  
 School & Governor Support  
 PO Box 16260  
 Birmingham, B2 2WU** **Tel: 0121 464 2222**

## IEB MEMBER CLAIM FORM FOR ACTUAL EXPENSES INCURRED

Claims for actual expenses incurred should be presented to the school for payment from petty cash.

Please ensure that you complete all of the requested details in order to avoid a delay in payment.

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	

This section must be completed in full and where applicable receipts should be attached.

<b>Period of Claim</b>	<b>From:</b>	<b>To:</b>
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### Actual Expenditure Incurred

<b>Date</b>	<b>Details</b>	<b>Amount Claimed</b>

**Calculations checked by:** \_\_\_\_\_

**Authorised:** \_\_\_\_\_  
(Chair, Headteacher relevant school Business Manager or nominated IEB member)

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the IEB.

**Signed (claimant):** \_\_\_\_\_ **Date:** \_\_\_\_\_