



**St Richard's Primary School**

# Governors' Policy

This policy was reviewed:	Autumn 2025
This policy will be reviewed again:	Autumn 2026
This policy will be reviewed by:	Resources Committee
Statutory policy?:	Yes
Source:	Governing Body

This document incorporates the policies that relate to governors' responsibilities for the school.

The Governors Policy contains the following appendices, click on the relevant link which will take you to the required appendix:

Governors Policy contains the following appendices:

- Appendix 1 - [Governors Expenses Policy](#)
- Appendix 2 - Caring for our School Governors' Fund Objects

# **Appendix 1**

## **Governors' Expenses Policy**

### **Introduction**

The key reason for governors to claim expenses is to ensure equal opportunities for all those interested in volunteering their time for the governance of this school. No one should be discouraged by personal financial considerations from becoming and remaining one of our governors.

In no sense should this policy be interpreted as a means of financially rewarding governors. Indeed, time spent on governance will not be paid.

### **Scope of Expenses**

The following expenses are deemed legitimate and may be claimed if they are in furtherance of governance:

1. Costs associated with travel to the school or other locations in excess of three miles. The use of public transport is encouraged and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. Motorcycle or car mileage allowance will be reimbursed as detailed below, the rate never to exceed that set out by HMRC.
2. The expense of childcare or dependent-care to facilitate attendance at the school or other location.
3. Governors with a special need will be reimbursed the additional cost of equipment or services required to allow them to take part in the activity in question. For example, the provision of a signer, audio tapes, Braille documentation, an interpreter, or travel and subsistence for a person providing support, as the case may be.
4. Stationery, photocopying, and materials, where not readily available from the school.
5. Telephone calls.
6. Subsistence.

### **Financial Approval and Administration**

Prior approval for expenses incurred is not necessary so long as the spending is within the limits of this policy. Claims must be signed as approved by the Headteacher or Chair of Governors as appropriate.

Expense claims will be funded from the school's delegated budget. The payment and accounting of governors' expenses will be the responsibility of the school.

All claims, with the exception of mileage claims, must be supported by documentary evidence of spending, and this documentation must conform to HMRC requirements for VAT reimbursement and the LA's Financial Regulations.

In the event of uncertainty or a dispute regarding expense claims, the Chair of Resources will make a ruling.

## Claim Limits

### Travel

- **Motorcycle (includes all other electric bikes apart from electrically assisted pedal bikes)** : 24 pence per mile can be claimed. This is irrespective of the size and type of engine.
- **Car:** 45 pence per mile can to be claimed. This is irrespective of the size and type of engine.
- **Public Transport and Taxi:** Expenses will be paid at cost.
- **Bicycles (including electrically assisted pedal bikes):** 20 pence per mile can be claimed.

### Childcare or Dependent-Care

Individual needs vary according to individual circumstances, from child-minding / baby-sitting to professional nursing care. Actual costs can be claimed (with a receipt) as for child minding, baby sitting and professional nursery care in accordance with the government rates as follows:

- The government rates with effect from April 2025 are as follows: For those aged 21 and over, the **hourly rate** is £12.21 (now known as the National Living **Wage**) For those aged between 18 and 20, the **hourly rate** is £10.00. For those aged 16-17, the hourly rate is £7.55.

### Stationery and Materials

Expenses will be paid at cost.

### Subsistence

The school policy is as specified by the current UK HMRC rates which are as follows:

The current HMRC benchmark **subsistence** rates are: £5 for qualifying travel of 5 hours or more, £10 for qualifying travel of 10 hours or more; and £25 for qualifying travel of 15 hours or more; and, where the travel is ongoing after 8pm. If these rates are exceeded, tax/NIC is due on the excess.

The maximum costs for hotel and bed and breakfast stays are £130 per night for London based establishments, £100 Bristol, £90 Warrington, £80 Reading and £75 per night for those based outside of London.

### Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be authorised by the Chair of Resources Committee or the Chair of Governors prior to being submitted to the Headteacher for reimbursement.

## Appendix 2

### St Richard's CE Primary School Caring for our School Fund (St Richard's School Fund)

#### OBJECTIVES

##### **What is the Caring for Our School Fund?**

The Caring for our School Fund is a vital element in ensuring that the school is a safe, well-equipped and pleasant environment for the children and staff. The fund is held and managed by the Governing Body and is used to maintain and improve the teaching provision, fabric of the building, grounds and ICT infrastructure. In addition, where funds allow and governors agree one off projects can be funded. The fund is also used to facilitate payment of ancillary expenses, e.g. staff coffee, which are funded entirely through contributions.

##### **How the Fund is built up?**

Monies are raised primarily through voluntary contributions from parents/carers, fundraising activities, donations and rental income.

Income from letting the caretaker's school house is paid into the fund.

Ancillary expenses are funded by staff contributions.

##### **What is the Fund for?**

###### *Capital improvements*

As we are a Voluntary Aided Church School, the Governing Body is responsible for improvements to the school buildings, grounds and ICT infrastructure. The Department for Education provide a grant of 90% towards work which is the Governing Body's liability, but we, the Governing Body, are responsible for raising the remaining 10% of the cost of any capital work. The fund is used to cover this 10% liability.

The fund can also be used to pay up to 100% of the cost of capital work that is non-grant aided.

###### *Capital repairs and maintenance*

The Fund is used to pay the External Periodic Maintenance Scheme (EPMS) Subscription, which is an annual insurance premium covering our expenses in relation to the repair and maintenance of the external fabric of the school building.

The fund can also be used to cover any building repairs and maintenance costs not covered by the EPMS which is held by the diocese and would be used as required.

### *Ancillary Expenses*

Ancillary expenses which cannot be paid out of school budget share (e.g. payments for staff coffee, charities and parties) can be paid out of the fund but only where the total cost does not exceed the total of staff contributions received. The fund must not, under any circumstances, be used to subsidise staff benefits unless under exceptional circumstances and with the FGB approval, the fund can be used to contribute towards the recognition of outstanding service of staff members i.e. a social event. *Staff Recognition Fund*

The fund can be used to pay for small tokens to thank staff for work over and above what is expected such as flowers, chocolates, biscuits etc. The total to be spent on this should not exceed more than £250 per annum. The £250 pa cap can be exceeded in exceptional circumstances and with approval of the FGB as specified under the ancillary expenses category.

### Staffing

With the Resources Committee and the full FGB approval the fund may be used to support the School Budget with staffing costs if agreed in advance as part of the budgeting process.

### One off premises costs

With the Resources Committee and the full FGB approval the fund may be used to support the school with exceptional one off premises costs (ie asbestos testing/soil removal costs).

### IT Expenditure

The fund may be used to purchase IT equipment for school including laptops. Computers, chrome books, webcams etc.

### Therapy Support

The fund may be used to support different therapy services including but not limited to; Educational Psychologist, Play Therapist. Speech and Language etc.

### **What the Fund does not pay for?**

General premises costs supplies and services, curriculum supplies and learning resources are funded by the School Budget Share. Many extras are paid for via the PTFA fundraising (unless supported from the income received from the letting of the caretaker's house).

### **Spending Limits**

Any expenditure must be approved in advance in accordance with the following authorisation limits:

- Chair of Governors can authorise up to £5,000;
- Chair of Governors + an authorised representative of the Resources committee up to £7,500;
- Resources Committee can authorise up to £10,000;
- Spends of more than £10,000 are reviewed by the Resources committee and reported to the Full Governing Body for their final approval.

### **Charitable Donations**

Any charitable donations that are made to the school to support a variety of charitable causes are paid into the caring for our school fund account. Income will be in and out as a cheque will be raised to pay the relevant charity the funds that have been received.

### **Cheque signatories**

There are four signatories to the account. Cheques must be signed by two of the four signatories.

### **Treasurer**

The Treasurer is the School Business Manager. They are responsible for banking funds and maintaining adequate records of all income and expenditure. They receive copies of the bank statements and are granted view-only access to the online banking information. However they are not a signatory to the account and therefore cannot sign cheques, approve expenditure, or perform online transactions such as bank transfers.

### **Reporting**

The Treasurer will provide annual reports to the Resources Committee, outlining year-to-date income and expenditure.

The accounts will be subject to an independent audit at the end of each financial year.

# APPENDIX A

## St Richards' CE Primary School

### Governors' Expenses - Claim Form

<b>Name of Governor:</b>	<b>Date of Claim:</b>

#### Motorcycle/Car Travel:

Date	Journey Details	Mileage	Pence per Mile Motorcycle/Car	£	
			20/24/45		
			20/24/45		
			20/24/45		
			20/24/45		
			20/24/45		
			20/24/45		

#### Other Travel:

Date	Method of Travel	Journey Details	£	

#### Dependent Care:

Date	Details	£	

#### Stationery, Materials, Telephone, etc:

Date	Details	£	

#### Subsistence:

Date	Details	£	

<b>Grand Total</b>	£	
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