



BHES

“Management Committee members’ Expenses Policy”

Note: in this policy reference to governing body or governors refers to the management committee and its members.

Where contextually appropriate for school read service.

Date adopted: 01/10/2023

HISTORY OF POLICY CHANGES

Date	Page	Details of Change
October 2024	Front cover & page 3	Removal of the Meriton
October 2025	All	Review – no changes

Management Committee members' Expenses Policy

1. Introduction

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These allowances make provision for allowances to be paid to Committee members, Associate Committee members, or full members of committees for out of pocket expenses which they incur in carrying out their duties.

2. Aim

The Management Committee at Bristol Hospital Education Service believes that the payment of committee members' expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as committee members for all members of the community and so is an appropriate use of service funds. The specific items allowable reflect this objective.

3. Implementation

Approved duties

All committee members of Bristol Hospital Education Service will be entitled to claim the actual costs which they incur for attendance on approved members duties. The scheme will apply equally to all committee members and associate members, but it is open to any individual to choose whether or not to claim.

The list of approved duties is:

- properly convened meetings of the management committee, committees and panels
- other duties designated by the management committee.
- training and briefings
- committee members' formal visits to the school
- other duties agreed by the management committee on a case by case basis

Casual visits to the school do not qualify.

Committee members will be able to claim for the following expenses incurred on approved duties:

Travel

Claims will be reimbursed from the committee members' home address. The Head teacher and any governor employed at the school will not be eligible to claim unless an additional return journey has been made to attend.

Mileage will be paid at the rate per mile specified for school personnel.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed.

Claims for car parking charges that would not otherwise have been incurred, will be reimbursed.

Receipts will be required for all claims.

(note: for mileage claims these will be VAT fuel receipts)

Other expenses

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner, or other responsible adult who normally lives in the family home);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner, or other responsible adult who normally lives in the family home);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Any other justifiable allowances that can be met within the budget and are approved by the management committee.

The Management committee acknowledges that:

Committee members may not be paid an attendance allowance;

Committee members may not be reimbursed for loss of earnings.

4. Making a claim

Committee members wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the clerk to the management committee), attaching a receipt, and return it to the clerk for approval by the chair of the management committee.

Claims should be made in arrears on a termly basis unless the amount to be claimed is substantial. Claims will not be met unless submitted within two weeks of the start of term, or by 31 August if the expense is incurred in Term 6 of the academic year.

5. Monitoring and Evaluation

The Clerk to the management committee will include details of committee members' expenses in a regular report to the management committee.

Claims will be subject to independent audit and may be investigated by the Chair of the Management Committee (or link finance member in respect of the Chair of management Committee) if they appear excessive or inconsistent.

This policy will be reviewed every three years.



Management Committee Expenses Claim Form

Name:

Date:

Address:

Postcode:

Claim for term: 1 2 3 4 5 6 (please circle)

I claim the total sum of £.....for governor expenses as detailed below.

I attach relevant receipts to support my claim.

Signed: _____

Item	Amount Claimed
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for committee members with special needs	
Support for committee members whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to: The Clerk to the Management Committee

For Admin use:

Claim approved for payment: yes / no

Claim rejected: yes / no

Reason for rejection

Signed: _____ Date: _____