

This policy statement has been developed in accordance with the Education (Directors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Directors for certain allowances which they incur in carrying out their duties. The Governing Body at Thames View Infants believes that paying Directors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Directors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From September 2012 all Directors of Thames View Infants will be entitled to claim the actual costs, which they incur as follows:

1. Directors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Thames View Infants, and are agreed by the Finance, Premises and Personnel Committee that they are justified before any reimbursable costs are incurred.
2. Directors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or baby sitting allowances (to a registered child minder, but 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 special needs or because English is not their first language;
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The Directors at Thames View Infants acknowledges that:

- Directors may not be paid attendance allowance;
- Directors may not be reimbursed for loss of earnings.



## Thames View Infants Directors' Expenses Policy

### Procedure for making claims:

Directors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching VAT receipts, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by Headteacher to be presented to the Finance, Premises and Personnel Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit. Claims will not be reimbursed if the above procedures are not followed.

This policy will be reviewed annually.

This policy was adopted by the FPPC on 22<sup>nd</sup> January 2019.



# Thames View Infants Directors' Expenses Policy

Date: \_\_\_\_\_

### PETTY CASH REIMBUSREMENT CLAIM FORM

Date	Description of Items Purchased	Total Amount Claimed (£)	VAT (£)	Total Excluding VAT (£)
<b>Totals:</b>				

Claimed By:..... Date:.....

Approved By:..... Date:.....

Received:..... Date:.....

PLEASE NOTE: REIMBURSEMENT WILL ONLY BE MADE UPON PRODUCTION OF VALID PROOF OF EXPENDITURE – WITHOUT EXCEPTION.

VALID RECEIPTS (WITH VAT DETAILS OF SUPPLIER IF VAT REGISTERED) SHOULD BE APPENDED WITH ALL PETTY CASH REIMBUSREMENT CLAIMS.