

# Governor Expenses Policy

Valid from (academic year)	2021/2022
Next review (academic year)	2023/2024 Policies remain valid until revoked or reviewed.
Policy Owner	Director of Governance
Committee approval	N/A
Policy & EIA Approval date	October 2021
Board of governors' committee	Governance
Approval date	October 2021
Board approval necessary	Board
Date of Board approval	October 2021
Summary of Changes	revised 2021

## **EXPENSES & TRAVEL POLICY FOR THE BOARD OF STANMORE COLLEGE**

Instrument & Articles, Part 1, Section 6 states:

No member shall without the consent of the Charity Commission or other principal regulator of the institution from time to time be paid for acting as a member except that:

(a) Members may be paid reasonable expenses for attendance at meetings of the Board and any committee thereof;

### **1. Aims**

To minimise the circumstances in which a Governor (or co-opted member) is out of pocket as a result of freely giving their time to work for the Board of Governors.

### **2. Remuneration**

Governors will not be paid attendance allowances or be reimbursed for any loss of earnings.

### **3. Travel & Subsistence**

If requested, reasonable travelling expenses will be paid for:

- attendance at Board of Governors and Committee meetings;
- attendance at approved Governor training courses, either at the College or elsewhere;
- visits to the College on business as a Governor;
- attending meetings away from the College, but on Board of Governors' business.

The mileage allowance will be in accordance with the College scheme for staff travelling expenses.

Rail fares will be reimbursed at standard rate.

The use of taxis is only authorised in limited circumstances. These are:

- where taking a taxi would result in a significantly shorter travel time than using public transport;
- where there are several governors travelling together that would reduce the cost; or
- where personal security and safety is at risk, e.g. students governors returning home after 9pm

Subsistence expenses, in accordance with the normal College arrangements, can be paid for attendance at meetings away from the College. Pre-authorized course fees will either be paid in advance or reimbursed.

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#### **4. Child care expenses**

Expenses will be paid where a Governor does not have a spouse, partner or other responsible adult to care for a child, or children, during a period when the Governor is attending a meeting of the Board of Governors or one of its Committees, visiting the College in his/her role as a Governor, undertaking Governor training or otherwise representing the College or Board of Governors. Claims should be agreed in advance and will be limited to reimbursing the actual cost paid to the child minder.

#### **5. Governors with a special need**

Every effort will be made by Stanmore College to provide at the College, free of charge, the arrangements, facilities or equipment required to enable a Governor with a special need to participate fully and meaningfully in all the activities of the Board of Governors. If, for any reason, this cannot be done, then the expenses incurred by the Governor in making these arrangements will be reimbursed (for example, the cost of the provision of a signer, audiotapes, braille documents or the travelling and subsistence expenses for a person providing support).

#### **6. Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a Governor with a special need.

#### **7. Telephone charges, postages, photocopying and stationery costs**

Expenses may be reimbursed where the Governor is unable to use the facilities of the College in the performance of any work in his/her capacity as a Governor.

Governors must keep a written record (and obtain a receipt, where possible). Claims will be limited to reimbursing the actual costs involved.

#### **8. Claiming**

Unless large sums are involved, Governors are asked to claim termly, in arrears, and prior to the end of the financial year in question. Claims should be sent to the Director of Governance.

**Prepared by The Director of Governance September 2021**

**Approved by the Board Date:** October 2021

This Policy will be reviewed not less than three years from the date of its approval by the Board.

**To be reviewed: + 3 Years**