



# The Linden Centre

## Management Committee members Allowances Policy

Signed by:		
	Headteacher	Date:
	Chair of Management Committee	Date

Last Updated	04 <sup>th</sup> January 2021
Review Due:	04 <sup>th</sup> January 2022

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## Statement of intent

At The Linden Centre, we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse Member of the Management Committees and associate members of the Management Committee, for any expenses they have incurred when serving as a Member of the Management Committee.

This policy has been created with the aim of ensuring all Member of the Management Committees, and Non-Members of the Management Committees who are members of the Management Committee, receive reimbursements for any expenses where the school has derived benefit from the individual serving their duties.

The school believes that including payment for members of the Management Committee is important in ensuring equality for all members of our community and is, therefore, an appropriate use of our annual budget.

## **1. Legal framework**

- 1.1. This policy has due regard to the following legislation, including, but not limited to:
  - The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- 1.2. This policy also has due regard to the following guidance:
  - DfE (2019) 'Governance handbook'

## **2. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)**

- 2.1. Under these regulations, schools may decide to provide payments to members of the Management Committees in order to cover costs for expenses paid whilst fulfilling their roles.
- 2.2. There are, however, restrictions on the circumstances under which members of the Management Committee can receive payments from the school. Members of the Management Committee must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.
- 2.3. The circumstances in which members of the Management Committee will receive payments must be agreed by the committee in advance, and be authorised by submitting a claim form.
- 2.4. Any payments to a member of the Management Committee must only be authorised if the committee has deemed the circumstances beneficial to the school.
- 2.5. Any travel expenses must be returned at a rate not exceeding the HMRC approved mileage rates.
- 2.6. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

## **3. What can members of the Management Committee claim expenses for?**

- 3.1. Members of the Management Committee will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the committee:
  - Travel:
    - Claims for expenses may be made for travel between the Member of the Management Committee's household and the school, at the level of mileage rates published by HMRC (45

pence per mile for the first 10,000 miles, then 25 pence for each subsequent mile).

- The nature of the visit must be related to the work of the Management Committee, e.g. Management Committee meetings, training courses, etc.
- Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
- The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.
- Childcare:
  - In cases where a member of the Management Committee does not have a spouse or family member to care for a child when the member of the Management Committee must attend meetings relating to the work of the Management Committee, expenses will be returned for the cost of childcare or a babysitter.
  - Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the member of the Management Committee must be absent due to their duties.
- Specific needs:
  - Members of the Management Committee may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
  - The circumstances in which a member of the Management Committee can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.
- Telephone charges, photocopying, stationery, etc.
  - Claims for reimbursements can be made where a member of the Management Committee is unable to use the school's facilities for any of the above.
  - Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

3.2. This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the Management Committee.

#### 4. How are expenses claimed?

- 4.1. Members of the Management Committee should claim expenses on a **termly** basis, unless the amount to be claimed is substantial and/or urgent.
- 4.2. Claims should be made using a claim form, and submitted to the **School Business Manager**, via the **school office**.
- 4.3. Any claims will not be reimbursed unless authorised by the headteacher.
- 4.4. All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the **Chair of the Management Committees** may ask for further details.
- 4.5. Claims can be made using the form in Appendix A.

## Appendix A – Member of the Management Committee Allowance Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

### Section one

<b>Name of Member of the Management Committee:</b>		<b>Date:</b>
<b>Date of expenditure:</b>	<b>Details of expenditure:</b>	<b>Claim:</b>
<b>Total claim:</b>		<b>£</b>

I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

<b>Signature of Member of the Management Committee:</b>		<b>Date:</b>
<b>Signature of Headteacher:</b>		<b>Date:</b>
<b>Reimbursed by (name):</b>		<b>Date:</b>

### Section two

<b>Duty of service, e.g. childcare:</b>	
<b>Name:</b>	
<b>Amount received (£):</b>	
<b>Signature:</b>	
<b>Date:</b>	