



Hardmoor Nursery & Early Years Centre Local Leadership Board Expenses Policy

Policy Statement and Guidelines
September 2024

Mission Statement:

To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.

Leadership Boards Allowance Policy

Aims and Principles

This policy is in line with the Department for Education statutory guidance Roles, Procedures and Allowances Regulations 2013. The Governing Body may decide whether to pay Leadership Board expenses and at what level.

Centre Leadership Boards provide a voluntary service, and cannot be paid for their role as a Leadership Board but can receive out-of-pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred in fulfilling their role as Leadership Board. Whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.

Guidelines

- Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a Leadership Board. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.
- Claims for the following may be paid:
 - Travel to training venues incurred using private cars or standard public transport fare. Mileage allowance for car travel is paid at current Southampton City Council rate.
 - Taxi fares, at cost with receipt, only to be used if other transport is not available.
 - Reimbursement for meals purchased.
 - Care of dependants during Leadership Board business, the cost of which would not otherwise have been incurred. This should be authorised by the Chair in advance and will be reimbursed at the current national living wage rate per hour. Childcare or babysitting allowances exclude payment to current/former spouse or partner.
 - Carpark charges, at cost.
 - Provision of stationery at cost with receipt.
 - Provision of facilities for disabled Leadership Boards where appropriate.

In accordance with the School Government Regulations, any Leadership Board whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in it.

Should costs escalate, regardless of the cause, the Governing Body may consider withdrawing the facility or reviewing the criteria for claims.

Claims Procedure

- Where expenses are being claimed, Leadership Boards should complete a claim form (Appendix A) at least termly. Claims up to £50 a term may be authorised by the Chair of the Leadership Board and the Leadership Board. Payment will be made by the Centre and a receipt should be signed once the claim is paid.

- Audit and accountability: All expenses claims will be subject to the normal LA audit arrangements.
- All claims must be supported by receipts or records of costs.
- All Leadership Boards' expense claims and the supporting receipts will be held by the Finance Manager.
- Leadership Boards will have to disclose the total amount of expenses claimed. It will be necessary for the Chair of Leadership Boards to approve the following:
 - Training courses outside Hampshire.
 - Should any Leadership Board know in advance that a total individual event claim is likely to exceed £25 then the Chair's approval must be obtained first.
 - In the event of the Chair making the claim it must be approved by the Chair of the Resources Committee.

*This policy and procedure was agreed by the Governing Body at Hardmoor Early Years Centre – Spring 2024
Date to be reviewed: Spring 2025*



LEADERSHIP BOARDS' EXPENSES CLAIM FORM

Name of Leadership Board:	
Address	
Date:	Claim Period:

I claim the total sum of £ for Leadership Board expenses as detailed below. I have attached relevant receipts to support my claim.

Category of Expense	£	p
Child care/Babysitting		
Care arrangements for dependent relatives		
Support for Leadership Board with special needs		
Support for Leadership Board, first language not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Photocopying/printing		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Signature of claimant

Date.....

..... Approved for payment: Date

..... Position: Chair/Chair of Resources

Committee/Headteacher (delete as appropriate)

Received by Claimant:

Date:

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This form should be submitted to the Finance Manager.