

Governors' Expenses Policy

Purpose

This policy sets out down the guidelines under which Governors may be reimbursed for out of pocket expenses which are necessarily incurred in the course of their duties.

Allowances

All Governors of the School will be entitled to claim for the following, on a case-by-case basis and with the prior approval of the Governing Board:

- childcare or baby sitting expenses paid to a registered child minder or baby sitter (excluding payments to a current/former spouse or partner) in order to attend training, meetings or carry out visits at the school.
- extra costs incurred in performing their duties due to special needs.
- cost of travel relating only to travel to external training courses at an agreed rate per mile which does not exceed the specified rates for school personnel (currently 45p per mile).
- Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source.

- The Governing Board at Denefield acknowledges that:
- Governors may not be paid attendance allowance
- Governors may not be reimbursed for loss of earnings.

Procedures

Governors wishing to make claims under these arrangements should complete a claim form (see attached), attaching original receipts, and return it to the school's Finance Office within **one month** of the date when the expenses were incurred. All claims should be countersigned by the Chair of Governors. Any claims made by the Chair of Governors will be approved by the Vice Chair of Governors.

Monitoring and evaluation

The Finance and Business Director will monitor the implementation of this policy to ensure all expense claims comply with the requirements listed above.

What was consulted?

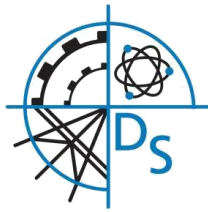
The policy has been informed by The School Governance (Roles, Procedures and Allowances (England) (Amendment) Regulations 2013 which enables Governing Boards to pay certain allowances (from main school budget allocation) to Governors when they incur expenses in carrying out their duties.

Relationship to other policies

This policy should be read in conjunction with the school's 'Staff expenses policy'.

Reviewed: March 2018

Next review due: March 2019



GOVERNORS' EXPENSES CLAIM FORM

Name:	
Address	Date:
Post Code	Claim Period

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

Signed Date.....

Authorised by Date.....

Purpose/detail of claim	
Name of event:	Date:
Location:	
Mode of travel:	
Total mileage (if applicable)	Cost @ 45p per mile

Summary	£	p
Child care expenses (max £5 per hour, £15 per meeting)		
Support for governors with special needs		
Travel to external training courses		
Travel/subsistence to national meetings or training events		
TOTAL EXPENSES CLAIMED		

Pay by BACS FBD initials

Date paid Account no. Sort code

This form, together with supporting receipts, should be submitted to the Finance Office.