



**GREAT FINBOROUGH
CHURCH PRIMARY**

Governors' Expenses Policy

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Chair of Governors:	
Chair of Committee:	
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Date of next review:	As required

Gt. Finborough Church Primary School

Governors' Expenses Policy

1. Policy Statement

- 1.1 This policy has been agreed by the full governing committee. The policy was drafted based upon the model outlined by the County Council in circular 03/6. This means that the policy is fully in line with the regulations of The Education (Governors' Allowances) (England) Regulations 2003.
- 1.2 The governing body has decided that in order not to exclude anyone who is eligible to serve on the school's governing body from doing so, claims may be made as follows:

2. Travel

- 2.1 Travel expenses shall be paid for the following categories only:
 - To and from formal meetings of the whole Governing Body, committees, working parties or selection panels;
 - To specific Governor training events, as agreed by the Governing Body.
- 2.2 Payment will be at the current County Council teachers' rate for cars.
- 2.3 The mileage which can be claimed will be the number of miles from home to the event, or the actual miles travelled on such occasions, whichever is the lesser figure.
- 2.4 Travel on public transport shall be paid to the value of the receipt for the journey.

3. Other allowances

- 3.1 Payment will be made in respect of the following expenses:
 - 3.1.1 Child care or babysitting arrangements:
Payment will be at a maximum of £5.00 per hour for the length of the meeting plus up to one half hour (travelling time). This rate will be reviewed annually. Any additional costs shall be met by the individual governor.
 - 3.1.2 Care arrangements for an elderly or dependant relative:
Payment will be as stipulated above for child care.
 - 3.1.3 Support for Governors with special needs:
The Governing Body shall consider appropriate support for individual cases as they arise.
 - 3.1.4 Support for Governors whose first language is not English:
- 3.2 The Governing Body shall consider appropriate support for individual cases as they arise.
- 3.3 The Governing Body will not pay for the costs resulting from any photocopying, stationary or postage, as this can and should be done through the school office.
- 3.4 The Governing Body will not adopt a subsistence scheme, but will, on appropriate occasions, provide refreshments for particular meetings. On such occasions the agreed costs will be charged to the school.

4. How claims should be submitted

- 4.1 The Governing Body have agreed the use of the claim form as suggested by the County Council. These are obtainable from the school office. The Governor making the claim may either submit the claim directly to the chair, who is required to sign the claim, or submit it to the school office which will seek the signature of the chair on their behalf.

5. Confidentiality

- 5.1 Claims made by individuals shall remain confidential between the chair of the Governing Body (or vice-chair if it be a claim by the chair), the Headteacher, and the office staff dealing with the claim. The total amount of Governors' expenses claimed (but not individual amounts) will be reported in the Governors' annual report to parents.

6. Other

- 6.1 If an individual Governor's claim requires consideration or approval through a meeting, that individual would normally be asked to withdraw from the meeting during such discussion.
- 6.2 All costs shall be debited against the school delegated budget.