



**GREAT FINBOROUGH
CHURCH PRIMARY**

Governors' Expenses Policy

Prepared by:	H Elliss
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Chair of Governors:	<i>JLWarner</i>
Chair of Committee:	Jamie Warner
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Gt. Finborough Church Primary School

Governors' Expenses Policy

1. Policy Statement

- 1.1 School governors provide a voluntary service, and cannot be paid by the school for their role as a governor. They can receive out of pocket expenses. These may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.
- 1.2 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow governing boards in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members of the governing board to cover any costs which they have incurred as a result of serving as a governor.
- 1.3 Where the governing board chooses to do so, payments must be in accordance with an approved policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.
- 1.4 The Governing Body of Great Finborough Church Primary does not wish to exclude anyone who is eligible to serve on the Governing Body from doing so; The Governing Body has adopted the following scheme for the payment of allowances for expenditure necessarily incurred to enable members of the Governing Board and associate members to perform any duty as a Governor or as an associate member. These payments will either be for travel expenses incurred through the use of a private car, pedal cycle or motorcycle, or for expenditure allowed within the Scheme on provision of a receipt for the relevant amount, at a rate determined by the Governing Body.

2. Travel

- 2.1 Travel expenses shall be paid for the following categories of journey only:
 - to and from formal meetings of the whole Governing Body;
 - to and from other formal meetings, i.e. committees, working parties or selection panels;
 - to specific Governor training events, as agreed by the Governing Body.
- 2.2 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. Payment will be at the current Local Authority mileage rate,
- 2.3 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 £7.00 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:

The Governing Body shall consider appropriate support for individual cases as they arise.

- 3.2 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.
- 3.3 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 attached to this policy. 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. A receipt must be submitted in respect of any claim for allowances other than a mileage claim.

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 annually

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.

**GREAT FINBOROUGH CHURCH PRIMARY SCHOOL
CLAIM FOR GOVERNORS' EXPENSES**

Name:

Travel			
Date	Details of journey (from, to ...)	Purpose	Miles Claimed
Total Miles			

Date	Description / Type of allowance <i>e.g. child care</i>	Receipt Attached ✓	Amount Claimed
Total Amount Claimed			

I confirm that my car is insured for business purposes and that the above details are correct.

Signed:
(Governor)

I authorise payment of this claim.

Signed:
(Chairman of Governors)

School Office: [Entered on Schedule No: _____]

