




Policy Name	Governors' Expenses
Review and Approval by	Full Board of Governors
Date Ratified	29/06/16
Signed By	
Position	Chair of Board of Governors
Review Period for this Policy	3 Yearly
Date for Future Review	June 2019

Implementation of this policy supports the duties to promote equality of opportunity and positive attitudes in relation to disability, gender and race and to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief and sexual orientation.

Date	Changes
30/01/16	Amend Governing Body to Board of Governors.

Whilst acknowledging that some Governors do not wish to claim expenses from the school budget, Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Board of Governors and its committees, undertaking governor development and otherwise acting on behalf of the Board of Governors.

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements
- Child care or baby sitting expenses, where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Telephone calls and postage
- Travel from their registered address to and from school or college
- Subsistence
- Extra costs incurred by governors because they have special needs or because English is not their first language

Rates at which allowances are payable are as follows:

- Care Arrangements: Actual costs incurred
- Telephone Calls and Postage: Actual costs incurred.
- Travel Rates: 40p per mile (Not to exceed the Inland Revenue Authorised Mileage Rate).
- For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second class fares. For travel by taxi the fare will be reimbursed at cost/or to a maximum of £20.00.
- Subsistence If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

All claims must be submitted to the School Administrator within two weeks of the expenditure being incurred.

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

In the case of telephone calls, an itemised phone bill will be required, identifying the relevant calls.

All claims must be approved by the Chair of Governors and reported termly to the Finance/Personnel Committee.

Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

The Board of Governors delegate the annual review of this policy to the Finance/Personnel Committee.



Governor Claim Form

Name

Address

Postcode

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: _____

Eligible Expenses	Amount
	£
	£
	£
	£
	£
TOTAL:	£