Water Orton Primary School

Governor Expenses Policy

Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances Expenses) Regulations 2003. These regulations give Governing Bodies the discretion to pay expenses from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Water Orton Primary School Governing Body believes that paying governor expenses, in specific categories as set out below, is important to ensure equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From 1/4/2021, all governors of Water Orton Primary School will be entitled to claim the actual costs which they incur as follows

Expenses entitlements

Governors will be able to claim expenses, providing the expenses are incurred in carrying out their duties as a Governor or representative of Water Orton Primary School, **and it is agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.**

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Childcare or baby-sitting expenses (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses, at the same rate per mile as specified for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses.

The Governing Body at Water Orton Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Claims process

Governors wishing to make claims under these arrangements, **once prior approval has been sought**, should complete a claims form, (see below – appendix 1, or obtainable from the School Office), attaching receipts where possible. The completed form must be returned to the School within two weeks of the date when the expenses were incurred. It will be submitted for approval by the Chair of Governors or Chair of Resources Committee, to be presented to the Resources Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually in line with statutory regulations

Policy updated by: Resources Committee
Agreed by Governors: March 2022 March 2023
Next update due [redacted] 2026

Appendix 1

Governor Expenses Claim form

Name:	**Name of School:**
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……

	£	p	p
Child care/Babysitting costs			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to school office