



Governors' Expenses Policy

October 2019

Carole Gibbs

10/1/19

Ratified by Governors

Learn more... Do more... Be more...

Purpose

- 1.1. This policy is in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give governing bodies the discretion to pay expenses from the school's annual budget allocation to governors for certain costs which they incur in carrying out their duties. The Board of Governors of Priestlands School believes that paying governors' expenses, in specific categories as set out below, is important in ensuring 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.
- 1.2. The Articles of Association Section 1.1 – 1.3 should also be read alongside this policy. The DfE have also produced guidelines setting out the criteria for making such payments and this information is contained within The School Governance Roles, Procedures & Allowances (England) Regs 2013 Part 6, 30 & 31.

Implementation

- 2.1 All governors will be entitled to claim the actual costs, which they incur
- 2.2 Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties as a governor or representative of Priestlands School and are agreed by the Headteacher or Chair of Governors 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 as above. All expenses will be on an 'at cost' basis:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse, partner or family member);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse, partner or family member);
 - The extra costs a governor incurs 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 outside Lymington at a rate which does not exceed the Inland Revenue Authorised Mileage Rate in force at the date of claim;
 - 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 (use of school facilities in this area is the preferred alternative);
 - Any other justifiable allowances.

Procedure

- 3.1 The Board of Governors agrees that governors may not be paid an attendance allowance or be reimbursed for loss of earnings.
- 3.2 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Business Manager), attaching receipts where possible, and return it to the Business Manager within two weeks of the date when the allowances were incurred, when they will be submitted for approval. All expenses will be paid by cheque.

- 3.3 Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.
- 3.4 In accordance with School Governing Regulations, any governor whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in the discussion. In the event of any dispute over governor expenses the matter will be referred to the Board of Governors whose decision will be final.