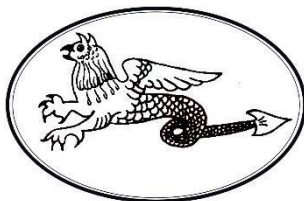


# **WHERWELL PRIMARY SCHOOL**



**“Inspiring a life-long love of learning, and nurturing respect and care for themselves and others.”**

## **Governors’ Expenses Policy**

<b>Date Agreed</b>	<b>Prepared By</b>	<b>Agreed By</b>	<b>Next review date</b>
May 2023		Finance and Environment Committee	May 2024

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school budget to governors for certain expenses which they incur in carrying out their duties. The School Governing Body 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.

All governors of the School are entitled to claim the actual costs which they incur in attending meetings of the governing body, its committees or Hampshire Education Service governor training sessions as follows:

1. Childcare or baby-sitting expenses (excluding payments to a current/former spouse or partner)
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
3. The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty’s Revenue and Customs’ Approved Mileage Rate as published from time to time.
4. Governors will also be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - 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 Hampshire Education Authority or any other source.

5. The cost of stationery, photocopying, postage and telephone calls are not allowable. Governors can use the school photocopier for governing body business; further assistance with office services can be sought from the School Office, subject to the other demands on staff time.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within a month of the costs being incurred, when they will be submitted for approval by the Chair of Governors and payment arranged. In the event that the Chair of Governors is unable to authorize the claim due to a conflict of interest, the Deputy Chair of Governors and the Chair of the Finance and Environment Committee will authorize the claim. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The total amount of governors' expenses paid during the financial year will be reported to the first meeting of the Governing Body in the new financial year.