



## **Governors' Expenses Policy**

June 2017

This policy statement has been developed 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 expenses which they incur in carrying out their duties. Holmes Chapel Primary School Governing Body believes that paying Governor 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.

**From the date of approval of this policy, all governors of Holmes Chapel Primary School will be entitled to claim the actual costs which they incur, as follows:**

1. Governors will be able to claim reasonable expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of Holmes Chapel Primary School.
2. Governors will be able to claim for the following:
  - Childcare or baby sitting allowances (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 a rates specified for non teaching staff;
  - Travel and subsistence costs, payable at the current rates specified by Cheshire East, 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 allowances.

**The Governing Body at Holmes Chapel Primary School acknowledges that:**

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

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office – Appendix 1), attaching receipts where possible, and return it to the School within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Governors. Claims made by the Chair of Governors will be submitted for approval to the Chair of the Finance committee.

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

Approved by Governors:

Review date: Summer 2018

Appendix 1

**Governor Expenses Claims Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed..... Date .....

	£	p	p
Child care / babysitting expenses			
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)			
<b>TOTAL EXPENSES CLAIMED</b>			

Approval:

.....  
 Chair of Governors / Chair of Finance Committee      Date .....