

## **THURLBEAR C OF E VA PRIMARY SCHOOL**

### **GOVERNORS' EXPENSES POLICY**

Ratified by Full Governing Body:

Date of Next Review:

#### **INFORMATION AND GUIDANCE**

Maintained schools can choose whether or not to pay legitimate expenses incurred by governors from the school's delegated budget to enable them to perform any duty as governor or as an associate member.

Governors cannot claim attendance allowances i.e. payment for attending Governors' meetings, or for loss of earnings.

There is no legal obligation to pay such expenses.

The governing body will consider this matter each year, at the first meeting of the Spring Term.

Where a governing body does pay allowances, the policy should specify the areas for which claims can be made and the relevant rates, where applicable. A governing body cannot make different provision in relation to members of the governing body and associate members.

Where the policy is not to pay allowances, this decision needs to be recorded in the minutes of the meeting when it was made.

#### **THE ROLE OF THE GOVERNING BODY**

- To agree the expenses that can be claimed.
- To monitor the impact of the policy, where relevant, with reference to governors' attendance at meetings and to the total sum claimed.
- To review the policy on an annual basis

#### **AGREED EXPENSES**

- Telephone charges
- Photocopying (the majority of which should be done in school)
- Stationery (the majority of which should be provided by the school)
- Care arrangements for dependant relatives e.g. child care/elderly, excluding if care is provided by an existing or former partner/adult who normally lives in the same house/shares dependent care.

- Where the After School Club provision is used in order to facilitate the governor attending a meeting the charge for this service will be waived.
- Any course fees not paid through the subscription to Governor Services – these must be approved in advance by .....
- Extra costs incurred to carry out governor duties either because of special needs or English not being their first language.
- Travel and subsistence payable at the current rates specified by the Secretary of State, associated with attending national meetings or training events unless these costs can be reclaimed from another source.

## **PROCESS**

Claims should be sent to the Clerk in advance of incurring costs.

Claims of over £50 per month would be authorised in exceptional circumstances only.

The Finance and Personnel Committee will decide if payment should be made, and will report the total claims made at the end of the financial year to the Full Board of Governors.

## **RELEVANT LEGISLATION AND PUBLICATIONS**

The Education (Governors' Allowances) (England) Regulations 2003