



The Federation of Bedenham and Holbrook Primary Schools



Governors' Expenses Policy April 2018

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the school's delegated budget. In order to ensure equality of opportunity the Governors will pay expenses, in specific categories as set out below, The specific items allowable reflect these objectives. and represent an appropriate use of school funds. It also ensures compliance with the Regulations

All governors of the Federation of Bedenham and Holbrook Primary Schools may claim the actual costs, which they incur as follows:

Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of the federation.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Governors, or in the case of the Chair of Governors requesting approval, by the Executive Head Teacher:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of £x per hour
- care arrangements for a dependent (as above) at a rate of £x per hour
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (translations)
- telephone charges, photocopying, stationery, etc.
- car travel at approved mileage rates, in accordance with HMRC website. (These rates are changed annually)
- other travel
- meals *[insert details]*

The Governing Body of the Federation of Bedenham and Holbrook Primary Schools acknowledges in accordance with DfE regulations that:

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

Claims should be submitted to the clerk to the governors who will check and authorise claims for through the school's finance procedures.

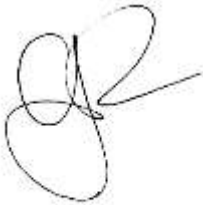
Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Approved at Policy Committee: Agreed at FGB: 15.05.18 Agenda item 9
Signed:



Heads of School



_____ Chair of Governors

Appendix 2

Governors' Expenses Claims 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..... Date.....

	£	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)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to The School Office

Expenses approved by Chair of Governors/Headteacher

Name (please print)..... Date

Claim processed by.....Date.....

Allowances received by.....Date.....