

West Haddon Endowed School

GOVERNORS EXPENSES POLICY



‘Where Happiness Promotes Success’

OUR SCHOOL VISION

To ensure every child leaves our school with an outstanding education and the values and character to live life in its fullness, contributing positively to society.

Jesus said: I have come in order that you might have life-and life in all its fullness. John 10:10

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The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

West Haddon Endowed C. of E. Primary 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 West Haddon Endowed C. of E. Primary School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of West Haddon Endowed C. of E. Primary School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance Committee:
 - Childcare or baby-sitting expenses (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 rate of the HMRC rate.
 - 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 and postage.
 - Any other justifiable expenses.
3. The Governing Body at West Haddon Endowed C. of E. Primary School acknowledges that:
 - Governors may not be paid attendance allowance;
 - Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, 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 or Chair of Finance to be presented to the Finance Committee for final approval.

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

This policy will be reviewed by the Governors on a 3 yearly basis.