



Governor's Expenses Policy

St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

Policy Name	Governor's Expenses
Brief Description:	Details of school responsibilities and procedures regarding governor expenses.
Status: Statutory/non-statutory	Statutory
Other related policies and procedures:	
Approval level: HT/Governors/FGB	FGB
Approved by the Governing Board on:	2.12.2024
Frequency to be reviewed	3 years
Latest Date for Next Review:	December 2027
Version + Schedule of Amendments:	
Signed:	
Position:	
Date of Signature:	

Aim

In keeping with our school value of Honesty and Respect, this policy is published to outline our procedures and safeguards regarding governor expenses. To ensure that no individual is prevented from becoming a governor, or carrying out his or her role as a governor, through reasons of expense.

General Points

1. Approved expenses will be paid on request to all categories of governor.
2. All claims for allowances must be supported by a written claim detailing the expenditure and the reasons for the expenditure. Receipts, which must be VAT receipts where applicable, must support claims for reimbursement.
3. Expenses for attending meetings will apply to meetings of the full Governing Body, statutory and non-statutory committee meetings, and to any school event, at which governors are expected to be present.

Categories of Expenditure

Child Care and Dependent Relatives

Up to (minimum wage rate) per hour will be paid to governors with child care responsibilities and those who require care for an elderly or dependent relative for whom they have care responsibilities.

Travel and Subsistence

The school will pay travel and subsistence expenses in line with the current regulations and rates for local authority members. Travel expenses will be paid for travel to and from:

- Governing Body meetings
- Statutory and non-statutory committee meetings
- Courses arranged by the Bracknell Forest Council.
- Meetings held on behalf of the Governing Body not at the school.

Taxi or minicab fares will be paid on request for meetings that finish after dark. Reimbursement of travel expenses to and from courses arranged by providers other than Bracknell Forest Council or The Diocese of Oxford will require the prior approval of the Governing Body.

Telephone Calls

The school, on production of an itemised telephone bill, will reimburse the cost of necessary telephone calls made by governors on Governing Body business. Governors will be expected to use the school phone if possible.

Postage / Stationery

The school will supply stationery and stamps for governors who undertake necessary correspondence on behalf of the Governing Body.

Photocopying

Governors are expected to use the school's photocopier for reproducing necessary papers for the Governing Body. Governors may claim the cost of copying at a Copy Shop in exceptional cases; the Governing Body must approve this.

Special Needs

The Governing Body will consider making special help or equipment available to enable individuals with special needs, or whose first language is not English, to become or remain governors.

Funding

All expenses will be paid from the school's public account, and will be accounted for in the school's accounting system. All records will be kept safely and available for audit.

Reimbursement

All receipts and other paperwork are to be given to the Head Teacher, who will arrange for reimbursement through the school's usual procedures.

Review

The Governing Body will review this policy every 3 years.