



## Policy for the Reimbursement of Expenses to School Governors

Date reviewed	<del>July 2016</del> <u>Oct 2017</u>
Next review date	<del>July 2017</del> <u>Oct 2018</u>

## Policy for the Reimbursement of Expenses to School Governors

### Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 enables the governing bodyboard to make payments (from the main school budget) to governors when they incur expenses in carrying out their duties.

The governing bodyboard is committed to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

All Governors are entitled to claim for the following on a case by case basis and with prior approval of the governing bodyboard:

- Childcare or baby-sitting expenses paid to a registered child minder or baby sitter (excluding payments to a current/former spouse or partner) in order to attend training, meetings or carry out visits at school.
- Care arrangements for an elderly or dependent relative. Costs may be refunded in similar circumstances to childcare
- Extra costs incurred in performing duties due to special needs (e.g. provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support).
- Costs associated for where a governor's first **language is not English (e.g. translation of documents or provision of an interpreter)**
- **Telephone charges, photocopying costs and stationery** costs may be reimbursed where the governor is unable to use the facilities of the school.
- Mileage may be claimed where the distance between a Governors' home and the school or meeting venue exceeds 10 miles. Parking charges in connection with governor business conducted away from school may be reimbursed. The use of Public transport (where available) is encouraged and only standard class rail fares will be reimbursed. Where public transport is not available, mileage or equivalent bus fare may be claimed instead. Mileage allowance will be reimbursed at the prevailing rate for school staff. Where Governors share transport, the driver is eligible to claim mileage expenses.

Expenses may not be claimed where they have been or will be met by the LA, Diocese or other bodyboard.

### Procedures for reclaiming expenses

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year, on an official expenses claim form. Claims should be supported by original receipts and authorised by the Chair of Governor. Any claims made by the Chair of governors should be approved by the Vice-Chair of governors. Claims should be submitted to the School Business Manager. Claims will be reimbursed by cheque.

### Arrangements for monitoring and evaluation

**The School Business Manager will monitor the implementation of this policy to ensure all expenses claims comply with the requirements listed above. The policy will be reviewed by the governing bodyboard on an annual basis.**