

## **Olveston CEVC Primary School**

### **Governors' Expenses Policy**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Olveston School Governing Body believes that paying governors' allowances, 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 Olveston School will be entitled to claim the actual costs, which they incur as follows:**

1. Governors will be able to claim allowances providing the expenses are incurred in carrying out their duties, as a Governor or representative of Olveston 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:
  - Childcare or babysitting 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;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Department of Transport, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
  - Any other justifiable allowances.
  - Claims for over £25 require prior approval by the Chair of Governors (or Chair of Finance Committee) in consultation with the Head.

**The Governing Body at Olveston acknowledges that:**

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

Governors wishing to make claims under these arrangements, should complete a claims form (obtainable from the School), attaching receipts where possible, and return it to the School within two weeks of the date when the expenses were incurred. If the claim is for more than £25 then it will be submitted for approval by the Chair of Governors (or Chair of Finance Committee).

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

Signed: \_\_\_\_\_ (Head Teacher)

Signed: \_\_\_\_\_ (Chair of Governors)

Date: \_\_\_\_\_

This policy will be reviewed annually.

**Claims Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	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/subsistence to national meetings or training events			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

Authorized by: \_\_\_\_\_ Head teacher

\_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_