



Governors' Reimbursement of Expenses Policy

Approved by Governing Body on:	11 July 2022
Date of next review:	July 2023
Review cycle	Triennial
Policy owner:	Headteacher
Location of policy	School intranet
Policy control record updated by Clerk to Governors	Yes
Date of last amendments	July 2022

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 enable the Governing Body to make payments (from the main school budget) to Governors when they incur expenses in carrying out their duties.

The Governing Body is committed to ensuring equality of participation for all Governors. Governors can't be paid attendance allowances 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 Body:

- 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 school visits.
- 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 signer, audiotapes, braille documentation or travelling).
- 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 school facilities.
- 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 board.

Reclaiming Expenses Procedure

To reduce administration, unless substantial sums are involved, Governors are asked to claim termly in arrears, prior to the end of the financial year. Claims should be on school expenses claim form and supported by original receipts and authorised by the Chair of Governors. Any claim made by the Chair of Governors should be approved by the Vice Chair of Governors. Claims should be submitted to the School Bursar. Claims will be reimbursed by BACS.

This policy will be reviewed by the Governing Body on a triennial basis.