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| **THE GOVERNING BOARD OF WEALD COMMUNITY PRIMARY SCHOOL**  **GOVERNOR EXPENSES POLICY** |

**Aims**

The Governing Board has decided to pay reasonable allowances from the school’s budget to cover any costs that governors incur in carrying out their duties. This policy sets out the terms on which such allowances will be paid. By adopting this policy the Governing Board will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

**Legislation and guidance**

This policy complies with the Education (Governors’ Allowances) Regulations (2003).

**Overview**

Governors may claim allowances to cover expenditure necessary to enable them to perform approved governance duties. The following are agreed as approved duties:

* properly convened Full Governing Board or Team meetings
* other designated duties such as acting as a member of a panel
* formal governor visits to the school
* attending approved training and development sessions

This does not include an attendance allowance, or payment to cover loss of earnings.

Governors may claim allowances for approved duties by completing a claim form and submitting this to the school’s office manager. Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Governors may claim for:

* childcare (the actual cost of reimbursement to a registered child minder or babysitter)
* care for elderly or dependent relatives (the actual cost of reimbursement to a registered carer)
* extra costs incurred because they have a special need or English as a second language
* travel and subsistence costs
* telephone charges
* other justifiable allowances

Claims cannot be made for:

* photocopying or printing
* ink cartridges
* stationery including paper
* postage

Any such activities should be directed through the school office to minimize costs incurred by individuals.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Full Governing Board before they are incurred. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own mode of transport must not exceed the HMRC approved mileage rates:

* 45p for cars and vans
* 24p for motorbikes
* 20p for pedal cycles