

**Grand Avenue Primary and Nursery School**  
**Governor's Expenses Policy**

**Agreed by staff and Governors – Autumn term 2018**  
**Review date – Autumn term 2021**

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay expenses from the school's annual budget allocation to Governors for certain expenses which they incur in carrying out their duties. Grand Avenue Primary & Nursery School Governing Body believes that paying Governor's expenses, 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. Governors should note that the role is a voluntary post and expenses should only be claimed when a Governor would otherwise be significantly out of pocket.

1. Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of Grand Avenue Primary & Nursery School, and are agreed by the Governing Body 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 and with the prior approval of the Governing Body:

- Childcare or baby sitting expenses, incurred over and above existing childcare costs, (excluding payments to a current/former spouse or partner) at a rate of no greater than the current minimum wage.
- 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;
- The cost of travel relating only to travel to external meetings/training courses at a rate not exceeding the maximum level of the Inland Revenue Authorised Mileage Rate, which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Department for Children Schools and Families, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Any other justifiable expenses.

The Governing Body at Grand Avenue Primary & Nursery School acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Headteacher. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resourcing and Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

## Claims Form for Governor's Expenses

### Grand Avenue Primary & Nursery School

<b>Name:</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
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 to meetings/training courses		
Travel/subsistence to national meetings or training events		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to the School Business Manager