



Dore Primary School

Governors Allowances/Expenses Policy

Version	2.0
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Date Approved by Governing Body	16/06/16
Review Date	June 2018

Dore Primary School Allowances/Expenses Policy

This policy statement has been developed in accordance with the Education (Governor's Allowances) (England) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school budget to governors for certain expenses which they incur in carrying out their duties.

Dore Primary 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 the delegated budget. The specific items allowable reflect this objective.

All Governors of Dore Primary school will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body and training sessions.

Care arrangements:

- Childcare or babysitting expenses, where these are not provided by a relative/partner or ex-partner
- Cost of care arrangements for an elderly or dependent relative, where these are not provided by a relative/partner or ex-partner.

Travel:

- The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel in a private car will be allowable at the same per mile allowance for school staff members (maximum of 10 miles for a meeting, except training sessions where the limit will be 20 miles) to cover petrol costs only. Taxi costs will also be met.

Governors will also be able to claim the following, on case-by-case basis and with the prior approval of the Governing Body:

- Any extra cost they incur in performing their duties either because they have special needs or because English is not their first language;

Note: Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source.

Approval of Payment:

Claims with receipts will be submitted for approval to the Chair of Finance & Premises and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors and/or Chair of Finance & Premises if they appear excessive or inconsistent. The expenses of the Chair of Finance & Premises will be submitted for approval to the Chair of Governors.

Accountability

The total amount of governors' expenses paid during the year will be disclosed to the Finance & Premises committee and recorded in minutes.

Dore Primary School



Governors' Expense Claim Form

Name of Governor: _____

Term for which claim submitted (i.e. Summer 2016) _____

Care Arrangement

Date	Meeting/Course	Name of Carer	Hours	Total Claim £

Travel:

Date	Meeting/Course	Method of Travel	Miles	Total Claim £

I would like to claim reimbursement for the above amounts. I have attached supporting receipts for all expenses claimed.

Signed: _____

Date: _____

Approved (Chair of Governors): _____

Office use:

Date paid Amount paid

Cheque number