



BASTON PRIMARY SCHOOL GOVERNORS EXPENSES POLICY

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. The School's Governing Body believes that paying governor 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. From 1st September 2009, all governors of Baston C of E Primary school will be entitled to claim the actual costs, which they incur as follows:

- 1. Governors will be able to claim expenses provided that the expenses are incurred in carrying out their duties as a governor or representative of Baston C of E Primary School and (with the exception of expense category 2.4 or any expenses of a value of less than £20) it has been 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 and where required, with the prior approval of the Finance Committee:**
 - 2.1 Childcare or babysitting expenses(excluding payments to a current/former spouse or partner);
 - 2.2 Cost of care arrangements for an elderly or a dependent relative(excluding payments to a current/former spouse or partner)
 - 2.3 The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
 - 2.4 The cost of travel relating only to travel to training courses at the current rate payable to school staff at the time the expense is incurred. The rates should be readily available for Governors to use.
 - 2.5 Telephone charges, photocopying, stationary, postage etc, however an itemised bill should be supplied.
 - 2.6 Any other justifiable expenses as agreed by the chair of the Finance Committee
- 3. The Governing Body at Baston C of E Primary School acknowledge that:**
 - 3.1 Governors may not be paid attendance allowance
 - 3.2 Governors may not be reimbursed for loss of earnings
- 4. Governors wishing to make claims under these arrangements, once a prior approval has been sought, should complete a claims form(obtainable from the clerk to the Governors), attaching receipts where possible, and return it to the Clerk, within 2 weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Finance. Claims made will be reported to the Finance Committee at its next meeting, but retaining anonymity of the claimant.**
- 5. Claims will be subject to independent audit by a named individual and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.**
- 6. This policy will be reviewed by the Governors on an annual basis.**