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GOVERNOR EXPENSES POLICY

Date formally approved by the Full Governing Body	Approved - Monday 2nd September 2019
Name of Authorisation Signatory	Chair of Governors - Martin Butcher
Signatory and Date	 Monday 2nd September 2019
Dorset Model Policy	Yes
Next Review Date	September 2020
Responsible for implementation and monitoring	Gary Spracklen - Headteacher Juliet Troughton - Finance Office Finance Governor(s) - Tim Emerton

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GOVERNOR EXPENSES POLICY

Adopted by the Governing Body on Monday 2nd September 2019

Overview

Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.

Governors may not claim for actual or potential loss of earnings or income

All governors and associate members are eligible to claim allowances in accordance with this scheme

Eligible Expenses

Categories of eligible expenditure are as follows -

- Telephone calls and postage
- Travel
- Subsistence
- Care arrangements

Child care or baby sitting expenses, where these are not provided by a relative or partner. Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner – receipts should be provided.

Allowance Rates

Rates at which allowances are payable are as follows:

Telephone Calls and Postage: Actual costs incurred

Travel Rates: In accordance with current authorised rates – for guidance speak to the DC travel team.

For public transport: actual costs incurred.

N.B - Where more than one class of fare is available, the rate shall be limited to second-class fares.

N.B - For travel by taxi the cost must not exceed £15 per journey*.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals away from your school area, reimbursement will be made for the food and non-alcoholic drinks bought on the day claimed.

Care Arrangements: Actual costs incurred, up to a maximum of £8 per hour*.

Criteria for Claims

All claims must be submitted to the head teacher within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, eg, bus ticket, phone bill, taxi receipt, till receipt, child care invoice or receipt.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

* The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.