



GOVERNORS

EXPENSES POLICY

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. A separate cost centre within the budget will be created to allocate a budget sum to and to be able to monitor the expenses easily.

Ratton School Governing Body believes that paying governors' 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 April 2010, all Governors of Ratton School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim expenses providing the expenses are incurred in carrying out duties, as a Governor or representative of Ratton School, and are agreed by the Chair of Governors, Chair of Budget Committee and Business Manager 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 with the prior approval of the Chair of Governors, Chair of Budget committee and Business Manager.
 - Childcare or baby sitting allowances (excluding payments to current spouse/partner).
 - Cost of care arrangements for elderly or dependant relative (excluding payments to current spouse/partner).
 - The extra costs they incur in performing their duties because they have special needs or because English is not their first language.
 - The cost of travel relating to meetings/training courses @ 0.25 per mile.

- Travel and subsistence costs, associated with attending national or regional events, unless costs can be claimed from the LEA or Office providing the events.
- Telephone charges, photocopying charges, stationery & postage.
- Any other justifiable allowances.

The Ratton School Governing Body 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 (available from Business Manager), attaching receipts where possible, and return to the School within two weeks of the date when the allowances were incurred, when they will be submitted to the Chair of Governors or Chair of Budget Committee and Business Manager for approval, and payment will be organised.

A sample of the claim form is included within this policy.

Claims will be subject to audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

This policy will be reviewed annually.



GOVERNORS' EXPENSES CLAIM FORM

NAME:	TODAY'S DATE:
ADDRESS:	CLAIM PERIOD:

I claim the total sum of £..... for Governors expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Please return completed form to Business Manager

	Amount £
Childcare/Babysitting	
Care arrangements for elderly or dependant relative	
Support for governors with Special Needs	
Support for governors whose first language is not English	
Travel to meetings/training	
Travel/subsistence National or Regional events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify below):	
TOTAL EXPENSES CLAIMED	

Authorised.....Chair of Governors/Budget Committee

Authorised.....Business Manager

Date.....