

Compassion – Courage – Hope – Integrity – Justice
Respect – Responsibility - Wisdom



Herne Bay Junior School

Governor Expenses Policy

Policy Agreed: Sept 2016

Review Date: Sept 2017

This policy statement has been developed in accordance with the Education (Governors' Allowances) (England) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenditure incurred while carrying out their duties.

Under the regulations the school is not allowed to pay:

- Attendance allowance;
- Reimbursement for loss of earnings.

Herne Bay Junior School Governing Body believes that paying governors' expenses in specific categories as set out below is important to ensure equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

From 1st September 2014, all governors of Herne Bay Junior School will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance Committee of the Governing Body:

- Childcare or baby-sitting allowances (excluding payments to a family member or former spouse or partner.)
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a family member or former spouse or partner.)
- Travel and subsistence costs associated with attending national meetings or training events, reimbursements for meals purchased at these events.
- Telephone charges, photocopying and stationery.

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. The Chair of Finance will monitor all claims.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.



HERNE BAY JUNIOR SCHOOL

GOVERNORS EXPENSES CLAIM FORM

Claimant's Name.....

Purpose of visit.....

Location of visit.....

Date of Travel.....

Method of Travel.....

Mileage@ 45p per mile £.....

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

- Childcare or baby-sitting expenses
- Cost of care arrangements for an elderly or dependent relative
- Travel and subsistence costs associated with attending national meetings or training events, reimbursements for meals purchased.
- Telephone charges, photocopying and stationery.

Signature of claimant.....

Signature of Chair of Finance.....

Sum Received.....Date.....