



Ranvilles Junior School Governors' Expenses Policy

1. ACCESSIBILITY

This policy is available in large print or Braille. Please contact the school office who will be happy to arrange this for you.

2. PURPOSE OF POLICY

The purpose of this policy is to provide governors with information regarding their entitlement to claim for expenses incurred whilst undertaking their duties as governors.

3. APPROVAL

Approval date:

Approver

signature:.....

Approver position Chair – Governing Body

Date for next review: July 2017



4. INTRODUCTION

Governors (and associate members) may claim for expenses incurred whilst undertaking their responsibilities in respect of attendance at meetings and training events, eg for travel, childcare or dependents' care.

5. REFERENCES

This policy should be read in conjunction with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

6. PRINCIPLES

It must be expenditure necessarily incurred to enable performance of duty as a governor (associate members are treated as governors in this respect). No expenses may be claimed when care is provided by spouses, partners or other responsible persons normally resident in the family home.

Payments for travel expenses incurred through use of private cars, pedal cycles and motorcycles shall be at a rate not exceeding the Inland Revenue Authorised Mileage Rate as published from time to time*. Travel costs must not exceed second class rates; HCC travel and subsistence rates in operation at the time will apply. Other expenses will be paid on provision of receipts and will be limited to the amount on the receipt.

Governors are encouraged to use the school facilities available, eg telephone, photocopying, stationery and postage. Computers are also available for governors to use.

(* Quoted from The Education (Governors' Allowances) (England) Regulations 2003)

7. PROCEDURES

Authorisation for expenditure must be submitted to the Resources Committee for prior approval. Claims should be made on an HCC Claim for Travelling and Subsistence Allowance Form (available from the school office). All relevant receipts must be attached and the form countersigned by the Chair of Governors or Chair of Resources Committee. Forms should be submitted to the school office for payment within 10 working days of the expenditure. Copies of claim forms and supporting documentation will be held in school. All claims will be subject to the usual LA audit.

A budget of £50 will be provided for the payment of claims, this will be monitored through the Resources Committee.

The Resources Committee will review this Policy annually.

8. APPENDICES

None.