



"I have come that you may have life in all its fullness." John 10:10

Our Christian vision is the foundation of our school and allows us to:

- Respect and love everyone for who they are
- Celebrate and serve our diverse community
- Nurture a passion for education so everyone can realise their potential

SS Philip and James' Church of England Voluntary Aided Primary School

Governors Expenses Policy

Signed:

(Head teacher)

Signed:

(Chair of Governors)

Approved by Governing Body:	16 February 2022
Date:	January 2022
Next Review Date:	January 2023

Governors Expenses Policy

Aim

The aim of this policy is to ensure that a governor is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

The Education Governors Allowances Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

Child care or babysitting expenses

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

Governors with a special need

Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

Telephone charges, photocopying costs and stationery

These expenses may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure incurred. Claims will be limited

to reimbursing the actual costs involved. Costs for printing will be reimbursed at the rates per page applicable to the current use of the school's photocopier.

Travel and subsistence

Mileage may be claimed where the distance between the governor's home and the school or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles.

Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Fares for the use of public transport will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel.

In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the mileage rate/s set by Oxfordshire County Council (OCC) at the time a claim is made.

Expenses of one tenth of the lowest car mileage rate per mile may be claimed for use of a pedal cycle. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to Ruth Morrison and authorised by Ben Hegedus.

Monitoring and Review

It is important to monitor the impact of expenses and allowances claimed to ensure that no adverse impact is occurring as a result.

The Finance and Staffing Committee will monitor expenses incurred as part of their budget and make sure that funds are set aside when setting the budget, they will report to the full governing body.