**RUSSELL LOWER SCHOOL**

**GOVERNOR EXPENSES POLICY**

**February 2017**

**Review: Spring 2020**

**Introduction**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school’s annual budget allocation, to governors for certain allowances which they incur in carrying out their duties. The Governing Body believes that it is important to ensure that there is equality of opportunity for all members of the community to serve as a Governor of this school. The potential removal of a financial barrier will assist in achieving that aim and therefore is an appropriate use of school funds.

**Definitions**

Payment is eligible only for the specified types of expenditure, described within this policy, which may be incurred when carrying out the duties of a School Governor.

**Approved Duties** are properly convened Full Governing Body and Committee meetings and other formal duties designated by the Governing Body.

**Implementation**

A Governor must obtain the approval of the Finance and Premises Committee for items of expenditure which are to be claimed as expenses before the expense is incurred. Items which are allowable include:

• Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner); the allowance will be the actual expense incurred or a maximum of £5 per hour

* Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
* The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
* The cost of travel relating only to travel to meetings/training courses at Central Bedfordshire Council’s essential user rate
* Travel and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
* Telephone charges, photocopying, stationery, postage etc;
* Any other justifiable allowances.

Governors cannot be paid an attendance allowance or be reimbursed for any loss of earnings.
Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, obtainable from the Clerk to the Governors, attaching receipts, and return it to the clerk within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance or Headteacher.

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

This policy will be reviewed by the Governors every three years.

Approved by the Finance and Premises Committee

27th February 2017