

Governors' Expenses Policy

Introduction: Following the 1993 Education Act it is legal for Governors to claim basic travel and subsistence costs from the School Budget. Schools are required to establish procedures, criteria of eligibility and a rate at which the expenses will be paid. Governor Expenses will be reported to parents annual via a school newsletter.

Governor Expenses: The Governors give freely of their time in carrying out their responsibilities and in supporting the school. In doing so, Governors can find themselves incurring expenses. To avoid unnecessary expenditure being caused, the facilities of the school (e.g. post, photo-copying, etc.) are available to assist Governors in carrying out their duties. According to this policy, any Governor of Pinewood Infant School is entitled to be reimbursed for the above categories of costs where necessarily incurred in performing his or her duties as a Governor. Governors are not entitled to claim for loss of earnings. The school will follow the guidelines and procedures of Hampshire County Council.

It is also the policy of the school that Governors should not be expected to bear the actual costs that are directly incurred in carrying out their duties as Governors. The Governors may claim to be reimbursed only for following categories of expense:

- Off-site travel and subsistence
- Care for child or elderly or dependent relative
- Support for Governors with special needs
- Telephone charges, photocopying, stationery, etc.

Travel:

- For public transport the actual rail or bus fares incurred
- For private car the prevailing HMRC rate (journey distance from home).

Procedures: Governors should detail their expenses on the standard teacher claim form available from the school. The claim should be authorized by the Chair of Governors. The claim should be submitted to the School Finance Office for payment and a receipt should be signed once the claim is paid.

Governors' meetings at school generally take place during the early evening and the school shall reimburse any governor who organises refreshments for meetings from the school budget. The maximum for any meeting shall be £20, unless the Governing Body approves a higher amount.

Governor Training: The school will consider its options under the Hampshire County Council Management Partnership Scheme for access for training. Full access gives Governors the best opportunity for unlimited training and is considered to give best value for money. Governors will not be asked to pay for their own training