

Longmoor Primary School

Governor Expenses Policy

2024



Chair of Governors Signature: <i>Jane Wright</i>	Date: 25 th September 2024
Chair of Governors Signature: <i>Jane Wright</i>	Date: 27 th September 2023
Chair of Governors Signature: <i>Jane Wright</i>	Date: 28.9.22
Chair of Governors Signature: <i>Jane Wright</i>	Date: 29.9.21
Chair of Governors	

Signature: <i>Jane Wright</i>	Date: 30.9.20
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Governors Allowances and Expenses Policy

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

The purpose of this policy is to ensure that a governor (or a non-governor co-opted onto the governing body committee), is not out of pocket where the school has benefitted from such outlay. This policy also ensures equality of participation for all governors. Governors cannot be paid attendance allowance or compensated for any loss of earnings.

Allowances and expenses incurred for which a claim can be made compromise the following:

Travel and subsistence

Mileage may be claimed where the distance between the home of the governor and school or other venue which the governors are required to attend on school related business exceeds 3 miles. School business would be meetings, training courses or visits to other schools and providers. Mileage will be reimbursed at the rate offered by Derbyshire County Council. Rates can be clarified with the Clerk to Governors upon request.

The use of public transport (bus, train and tram) is encouraged and all travel expenses will be reimbursed when original and valid receipts are presented to the school business officer.

Parking will also be reimbursed on the production of original and valid parking receipts.

Claiming

Claims should be made to the school business officer and will be authorised by the Chair or Governors or the Headteacher. Claim forms are available from the school office.



Governor Allowances and Expenses Claim Form

Name:

Date:

Address:

Reason for claim:

I claim the total of £_____ for governor expenses as detailed above.

All valid and original receipts are attached to this claim form.

Signed: _____ Date: _____

Signed: _____ (Chair / Headteacher)

Date: _____