

Longmoor Primary School

Governor Expenses Policy 2025



<i>Signature: Jane Wright</i> Chair of Governors	Date: 24 th September 2025
<i>Signature: Jane Wright</i> Chair of Governors	Date: 25 th September 2024
<i>Signature: Jane Wright</i> Chair of Governors	Date: 27 th September 2023
<i>Signature: Jane Wright</i> Chair of Governors	Date: 28 th September 2022
<i>Signature: Jane Wright</i> Chair of Governors	Date: 29 th September 2021
<i>Signature: Jane Wright</i> Chair of Governors	Date: 30 th September 2020

Introduction

This policy applies equally to all governors (or associate members of the governing board) who are members of committees and details which expenses are payable for attendance at 'approved duties'. However, it is always open to any individual to choose whether or not to claim, irrespective of the school's approved policy. This policy also ensures equality of participation for all governors.

The expenses which may be claimed are summarised below: -

- Travel expenses.
- Miscellaneous expenses, i.e., car parking costs
- Sustenance when appropriate, i.e., when supporting lengthy staff interviews

All claims submitted for payment must be supported by a valid receipt.

Travel

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 Clerk to Governors.

All payments are on the basis that the journey was actually undertaken and expenditure necessarily incurred. Wherever possible governors should coordinate travel arrangements to minimise the costs to the school. If governors share transport, only the driver is eligible to claim for the journey.

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

It should be noted that casual visits to the school by any governor will not qualify for payment under this policy.

Claiming

Claims should be made to the Clerk to Governors and will be authorised by the Chair of Governors and the Headteacher. Claim forms are available via the secure area of the website or via the Clerk to Governors.

Expenses not allowed

1. Governors cannot claim 'attendance allowances' i.e., payment for actually attending governing board meetings.
2. Governors may not be reimbursed for loss of earnings.

Policy Review

This policy will be reviewed annually and following any changes in relevant legislation.



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: _____