

ESTCOTS PRIMARY SCHOOL



Governors' Expenses Policy

Policy Note: This policy will be reviewed annually at the first Governor Meeting of every academic year

POLICY ON GOVERNORS' EXPENSES TO ESTCOTS PRIMARY SCHOOL

Quote from the DfE Governors Handbook - October 2020

Board allowances and expenses

73. The law allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governing bodies and associate members appointed by the governing body.²⁵ These allowances or expenses could cover any costs, such as travel or childcare, which they have incurred because of serving on a board. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

1. Purpose

- To ensure that it is agreed annually that the school reimburse Governors for out of pocket expenses incurred while carrying out their role as school Governor
- To avoid misunderstandings about what may be claimed for while spending time on their role

2. Claims

- Claims can for made for out of pocket expenses incurred by using a claim form from the clerk to the Governors
- Petrol for courses may be claimed at 36.9p per mile
- Childcare may be claimed for meeting times from registered childcare providers

Governors Expenses claim form

Name of claimant:

Date:

Authorised by Chair of Governors:

Date	Description	Amount	Total
			TOTAL £

Please attach all receipts