



Governors' Expenses Policy

Policy approved and adopted: October 2019

Review date: October 2021

Rationale

The governing body wishes to reflect the spirit of the legislation by encouraging people to become governors without the barrier of financial constraints.

Purpose

To enable expenses to be paid without embarrassment or abuse of the system.

Procedure

Governors should detail their expenses on the standard teacher claim form available from the school. The claim should be authorised by the Chair of Governors or the Headteacher in the case of the Chair of Governors. The claim should be submitted to the School Admin Officer for payment and a receipt should be signed once the claim is paid.

Criteria of Eligibility

1. The scheme is open to Governors only.
2. Governors may claim expenses associated with any training session, conference or any other occasion that the Chair of Governors authorises.
3. Expenses may not be claimed for meetings of the Governing Body or Sub-Committees.
4. "Expenses" normally means direct travel and meals costs but may encompass other necessary expenses at the discretion of the Chair of Governors and within the general heading of travel and subsistence, e.g. hotel expenses for a residential conference.
5. Claims for subsistence will only be paid when the period of activity exceeds 4 hours and refreshments are not provided at a time when a meal would normally be taken.

Rates of Payment

1. Travel claims will be paid at the present 'training' rate for private transport regardless of vehicle. Alternatively public transport (standard rate - i.e. not first class) costs will be repaid in full by prior agreement of the Chair of Governors.
2. Subsistence claims will similarly be based on the extant Hampshire County Council rate.
3. Receipts should be produced for any payment other than private vehicle costs.