

Grange School Governing Body

Governors' Expenses Policy 2016-17

Aim

To ensure that no individual is prevented from becoming a governor, or carrying out his or her role as a governor, through reasons of expense.

General Points

1. All expenses must be approved before they are incurred and claimed.
2. Approved expenses will be paid on request to all categories of governor.
3. All claims for allowances must be supported by a written claim detailing the expenditure and the reasons for the expenditure. Receipts, which must be VAT receipts where applicable, must support claims for reimbursement.
4. Expenses for attending meetings will apply to meetings of the full Governing Body, statutory and non-statutory committee meetings, and to any school event, at which governors are expected to be present.
5. Reimbursement will only be made when expenditure is reasonably incurred in the opinion of the governing body.

Categories of Expenditure

Child Care and Dependent Relatives

Up to (minimum wage rate) per hour will be paid to governors with child care responsibilities and those who require care for an elderly or dependent relative for whom they have care responsibilities.

Travel and Subsistence

The school will pay travel and subsistence expenses in line with the current regulations and rates for local authority members. Travel expenses will be paid for travel to and from

- Governing Body meetings
- Statutory and non-statutory committee meetings
- Courses arranged by the London Borough of Southwark
- Meetings held on behalf of the Governing Body not at the school.

Taxi or minicab fares will be paid on request for meetings that finish after dark. Reimbursement of travel expenses to and from courses arranged by providers other than London Borough of Southwark will require the prior approval of the Governing Body.

Telephone Calls

The school, on production of an itemised telephone bill, will reimburse the cost of necessary telephone calls made by governors on Governing Body business. Governors will be expected to use the school phone if possible.

Postage / Stationery

The school will supply stationery and stamps for governors who undertake necessary correspondence on behalf of the Governing Body.

Photocopying

Governors are expected to use the school's photocopier for reproducing necessary papers for the Governing Body. Governors may claim the cost of copying at a Copy Shop in exceptional cases; the Governing Body must approve this.

Special Needs

The Governing Body will consider making special help or equipment available to enable individuals with special needs, or whose first language is not English, to become or remain governors.

Funding

All expenses will be paid from the school's public account, and will be accounted for in the school's accounting system. All records will be kept safely and available for audit.

Reimbursement

All receipts and other paperwork are to be given to the Head Teacher, who will arrange for reimbursement through the school's usual procedures.
The Chair of Governors will report at the next full governing body if expenses have been paid.

Review

The Governing Body will review this policy at its first meeting of the academic year.

Signed:..... Chair of Governors

Date: 30th January 2017

Next review: Autumn Term 2017

EXPENSES CLAIM FORM (for Governors)

Name of Governor:

Date	Details of expenditure	Claim (£)
Total claim		£

I certify that I have actually and necessarily incurred the expenses claimed above.

This expenditure was approved and considered reasonable buy the governing body.

I confirm that I have received the total claim and was paid in cash/by cheque.

Signature (Governor):..... Date:.....

Headteacher/Chair:Date:.....

Reimbursed by:Date:.....