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Governors' Expenses Policy

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|-------------------------------------|---------------------------------|
| Policy Reference: | G1 |
| Responsibility: | Finance and Buildings Committee |
| Reviewed by: | Mrs Paula Dix |
| This Review: | January 2016 |
| Next Review Due: | January 2020 |
| Cycle: | Four yearly |
| Ratified by Full Governing Body on: | 25 th January 2016 |
| Signed: | |
| Dr Chris Richardson | Chair of Governors |

With Christ as our guide and example we celebrate the uniqueness of the individual.

***Together we will try to:
Learn from Jesus;
Love like Jesus;
Live like Jesus.***

Eligible expenses may be claimed by any governor of the school in accordance with this policy and the Education (Governors' Allowances) (England) Regulations 2003. Eligible expenses are those incurred by a governor in the performance of his/her duties.

Aims and Objectives

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

To enable expenses to be paid without embarrassment or abuse.

Policy Statement

Guidelines:

1. The governing body will agree a budget for expenses for the year which will be monitored by and the Finance & Buildings Committee.

2. ELIGIBLE EXPENSES

| ITEM | RATE/CONDITIONS |
|---|---|
| Car mileage in respect of Governing Body meetings, training and other governor duties (offsite) | HMRC prevailing rates. |
| Other travel/subsistence expenses | At cost, but not exceeding Standard class rate |
| Taxi fares | At cost- but only if the prior consent of the Chair of Governors or Chair of Finance & Buildings has been received. |
| Care costs for children and dependent relatives (No expenses may be claimed when care is provided by spouses, partners or other responsible persons normally resident in the family home) | At actual cost up to a maximum rate of £5 per hour |
| Provision of facilities for disabled governors where appropriate | At cost |
| Car park charges | At cost |
| Postage charges | At cost (but for stationery /stamps/ photocopying – use of school facilities is a favoured alternative) |

CLAIMS

Where expenses are being claimed, governors should complete an expenses claim form as soon as possible following the event and at least termly. Claims up to £25 a term for travel expenses may be authorised by the Chair of Governors or Chair of Buildings and Finance. Payment will then be made by the school in the form of a cheque.

Claims for other expenses or travel exceeding £25 a term will be put to the Chair of Governors or Chair of the Finance and Buildings Committee for prior approval.

All claims should be supported by receipts or some acceptable record of costs.

In the event of the agreed annual budget for expenses being exceeded, all claims will require approval by the Full Governing Body.

AUDIT AND ACCOUNTABILITY

All expenses claims will be subjected to the normal HCC audit arrangements.

All governors' expense claims and the supporting receipts and records will be held by the school's Senior Administrative Officer.

WITHDRAWAL ARRANGEMENTS

In accordance with School Governing Regulations, any governor whose expenses are the subject of consideration at a meeting must withdraw from the meeting whilst the subject is discussed.

**ST. PATRICK'S CATHOLIC PRIMARY SCHOOL
GOVERNORS' EXPENSES CLAIM FORM**

| | |
|---|--|
| Name | |
| Governor Status | |
| Address | |
| Nature of claim | |
| Period of claim (dates from and to) | |
| Travel costs (either public transport or miles @..... per mile) | |
| Cost of care (....hours @.....per hour) | |
| Cost and nature of materials | |
| Cost and nature of provision of facilities for disabled governor. | |
| TOTAL CLAIM | |
| <p>I authorise the payment of this claim I accordance with the expenses policy.</p> <p>Signature of Chair of Governors/Chair of Finance & Buildings</p> <p>Date</p> | |
| <p>I have received the above sum</p> <p>Signature of claimant</p> <p>Date</p> | |