

Rhodes Avenue Primary School Governors' Expenses Policy (*including claim form*)

Introduction

Rhodes Avenue Primary School Board of Governors believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs.

The Education (Governors Allowances) Regulations 2003 allow maintained schools to pay governors' expenses from the school's delegated budget. We will pay expenses which are necessary for the performance of a member's duties as a governor.

Attendance allowance and loss of earnings cannot be paid.

Allowable Expenses

Expenses can (but do not have to be) claimed for:

- childcare and babysitting;
- care arrangements for an elderly or dependent relative;
- support for governors with special needs (for example, audio equipment);
- support for governors whose first language is not English (for example translations);
- telephone charges, photocopying and stationery. (In normal circumstances photocopying will be done at the school);
- travel and associated costs.

We will pay the London Living Wage for child care expenses.

Budget

In the case of an allowable expense, or set of expenses, which is likely to cause the budget to be exceeded, the governor will raise the matter with the Chair who will take action as necessary; for example, discuss with the Headteacher or refer to Resources Committee. If a governor is unsure they should approach the Chair.

A specific budget is not set aside for expenses, but the Resources Committee will monitor expenditure and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Claims

All claims will be made on the agreed form (see overleaf) and authorised by the Chair. The Vice-Chair will authorise in the event of claims made by the Chair. The Chair and Vice-Chair will treat all claims as confidential.

Date policy agreed: 24 March 2014

Review Date: 1 March 2017

Claim Form

Rhodes Avenue Primary School Governing Body	
Governor's Claim for Expenses	
Governor's name and address	
Description	Amount
Child care / babysitting	
Care for dependant relative(s)	
Special needs support (eg hearing or visual impairment)	
Support for governor with English as a second language	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Stationery/ photocopying	
Other (Please specify)	
Total:	
Please attach invoices as appropriate including VAT No. if applicable.	
<i>I have paid this amount which I am now claiming.</i>	Date:
Signed (Claimant):	
Authorised: <i>Chair/Vice-Chair</i>	
for school use	
Paid: Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Cheque No:	
Date Paid:	