



GOVERNOR EXPENSES POLICY

Name of School	Stanmore Primary School
Date of Policy Issue	October 2023
Date of Policy Review	October 2024
Name of Headteacher	Mrs Sharon Taylor

Introduction

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school budget to Governors' expenses, which they incur in carrying out their duties.

Stanmore Primary School Governing Body believes that paying Governor's expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of the delegated budget. The specific items allowable reflect this objective.

Meetings

All Governors of Stanmore Primary school will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or Hampshire Governor Services Governor training sessions as follows:-

Care arrangements:

- Childcare or babysitting expenses, where these are not provided by a relative or partner.
- Cost of care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

Travel:

- The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel in a private car will be allowable at the current Inland Revenue Authorised Mileage Rate (maximum of 10 miles in connections with any one meeting, except training sessions where the limit will be 30 miles) to cover petrol costs only. In exceptional circumstances (for example a unique course or short notice requirement to attend the course) it may be necessary to travel further. Such expenses will only be paid where permission has been given in advance by the Chair of Governors and Headteacher.

National Meetings and Training Events

Governors may also claim the following, on case-by-case basis and with the prior approval of the Governing Body:

- The extra cost they incur in performing their duties either because they have special needs or because English is not their first language.
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from Hampshire County Council or any other source.

Allowance Rates

Rates at which allowances are paid are as follows:

1. Care Arrangement: Actual cost incurred, up to a maximum of £8.00 per hour.
2. Travel: For public transport, actual cost incurred at standard class fares.
3. For vehicle use, if public transport is not reasonable, in accordance with the Inland Revenue Authorised Mileage Rate, which is currently 45p per mile for car and 24p per mile for motorcycles. See <http://www.hmrc.gov.uk/rates/travel.htm> for up to date rates.

4. The use of taxis is discouraged, but if necessary, reimbursement will be for the actual cost incurred. Such expenses will only be paid where permission has been given in advance by the Chair of Governors and Headteacher.

Claims

Governors wishing to make claims under these arrangements should complete a claims form. Receipts must be supplied to support claims for reimbursement. All claims must be submitted by the end of the term in which they were incurred.

Approval of Payment

Claims will be submitted for approval to the Chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The expense of the Chair of Governors will be submitted for approval to the Chair of the Resources Committee.

The total amount of Governors' expenses paid during each financial year will be disclosed in the minutes of the final FGB meeting of each academic year.