



# Long Lane Primary School

## Governor Expenses Policy

Date	Description
November 2019	Agreed by Resources Committee

<b>Review Schedule</b>	Two Years
<b>Next Review</b>	November 2021

## **Aims**

To ensure equality of opportunity to serve as governors for all members of the community

## **Responsibility**

This policy is the responsibility of the governors

## **Policy Statement**

The policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give governing boards the discretion to pay allowances from the school's annual budget allocated to governors for certain allowances which they may incur in carrying out their duties. We believe that paying governors' allowances, 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 school funds.

## **Categories**

The cost of travel relating only to travel to meetings (other than meetings held at Long Lane) or training courses at the approved current rate used by West Berkshire.

Cost of care arrangements i.e. child care, baby sitting, care of the elderly or dependent relative (excluding payments to a current/former spouse or partner).

Cost of training courses (only with prior approval of the FGB).

Governors will not be paid attendance allowance and will not be reimbursed for loss of earnings.

Governors who wish to make such a claim should complete and attach receipts where possible, and return it to the school business manager within two weeks of the date when the allowances were incurred.

## **Guidance and Procedures**

A Guide To The Law For School Governors, DfE Regulations: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

**Long Lane Primary School**  
**Governor Expenses Claim Form**

<b>Name:</b>	Long Lane Primary School
<b>Address:</b>	<b>Date:</b>
<b>Post Code:</b>	<b>Claim Period (Month/Year):</b>

I claim the total sum of £..... for Governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed ..... Date .....

Item	£	p
Child care/Babysitting Expenses		
Care Arrangements for An Elderly or Dependent Relative		
Support for Governors with Special Needs		
Support for Governors Whose First Language Is Not English		
Travel to Meetings/Training Courses		
Travel/Subsistence to National Meetings or Training Events		
Telephone Charges *		
Postage*		
Photocopying**		
Stationery**		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

**Notes:**

\*Charges only with prior approval from the Headteacher or Chair. Costs paid out will be based on standard tariff and must be supported by itemised bill. If calls are part of an inclusive package costs will not be paid.

\*\*Charges only with prior approval from the Headteacher or Chair. If any of these items are required please contact the school office.

A separate expense form should be completed for each month and invoices attached.

This form should be submitted to: Sarah Sarsfield, SBM