



GOVERNOR EXPENSES POLICY

Version	2
Date of latest version	May 2022
Date to be reviewed	May 2023
Changes:	
Newly Written	

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's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties.

Ropley CofE Primary School Governing Body believes 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. The specific items allowable reflect this objective.

From January 2020, all Governors of Ropley CofE Primary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Ropley Primary School, and are agreed by the Full Governing Board that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or baby sitting allowances, or cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner).
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
 - The cost of travel relating only to travel to meetings/training courses at HCC standard mileage rate which does not exceed the specified rates for school personnel.
 - Telephone charges, photocopying, stationery, postage etc.
 - Any other justifiable allowances.

The Governing Body at Ropley Primary School acknowledges that:

- Governors may not be paid attendance allowance.
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks from the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Resources to be presented to the Resources Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.