



Governors' Expenses Policy

All Governors have the right to claim reimbursement of reasonable out-of-pocket expenses necessarily incurred in the service of the School. The following are examples:

- Child care costs for the duration of attendance at Governors' meetings, sub-committee meetings, workshops, training courses or other governor-related matters
- Costs for care of a dependant relative for the duration of attendance at Governors' meetings, sub-committee meetings, workshops, training course or other governor-related matters
- Expenses incurred in attending governor training courses
- Any other expense considered reasonable by the Chair of Governors

Wherever possible, expenditure should be approved in advance by the Chair. Each Governor is responsible for making claims for their own expenses, by completing the appropriate form, with related receipts attached to substantiate claims. Claims should be made at the next available Full Governing Body meeting.

Claims may be made to the Clerk or Chair in advance of a Full Governing Body meeting, if a Governor is unable to attend that meeting.

Failure to produce receipts may result in the claim being refused. All claims are authorised at the discretion of the Chair of Governors.

The Clerk to the Governing Body will maintain a central record of governor expenses. The School reserves the right to publish expense claims made by Governors.

Records of governor expenses will be made available to view, on schools premises, upon request from any parent of a child attending the school. Requests for printed copies of governor expenses will be made in accordance with the Governing Body's Charging Policy.

If the Chair claims expenses, the Vice Chair of Governors and Headteacher will be required to approve such claim.

If the Headteacher expresses concern about the viability of any governor's expense claim, the opinion of the Chair will be sought after discussion with the Governor concerned. The Chair's decision will be final.

For the purposes of claiming expenses, the Clerk to the Governing Body is considered a member of the Governing Body and may therefore make expense claims in accordance with the Governor Expenses Policy.

Signed

Chair of Governors

Date: 11 December 2015

Date of next review: Autumn 2018