



Governors' Expenses Policy

November 2018

Policy Review

This policy was adopted and agreed by the Governing Board on 22nd November 2018 and will be reviewed in full by the Governing Board every 3 years.

It is due for review in the Autumn term 2021 (up to 3 years from the above date).

Signature _____ Headteacher Date: 22nd November 2018

Signature _____ Chair of Governors Date: 22nd November 2018

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	November 2018	AS	FGB	Prepared from copy on school website
2				
3				

All the Governors and staff of Broadlea Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.

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BROADLEA PRIMARY SCHOOL 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, 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, 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 the school's 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 Board's Charging & Remissions 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 Board is considered a member of the Governing Board and may therefore make expense claims in accordance with the Governor Expenses Policy.