



# **Governor Expenses Policy 2021/24**

Reviewed: June 2021  
Next Review: September 2024

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay expenses from the school's annual budget allocation to Governors for certain expenses which they incur in carrying out their duties. Ortu Federation (Ortu), Governing Body believes that paying Governors' 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 school funds. The specific items allowable reflect this objective.

For Governors in the context of this policy read Governors. Trustees/Directors/Members.

All Governors of Ortu subsidiary committees and governing bodies will be entitled to claim the actual costs, which they incur as follows:

- 1) Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of Ortu, and are agreed by the Finance & Personnel Committee Chairman as justified before any reimbursement.
- 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 babysitting expenses (excluding payments to a current/former spouse or partner);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
  - The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
  - 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 the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc.;
  - Any other justifiable expense directly incurred in the course of discharging Governor duties. These must be authorised by the Finance and Personnel Committee Chairman.

Ortu 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, should complete a claims form (obtainable from the schools' Corringham Primary and Gable Hall School Finance Office), attaching receipts where possible, and return it to the School, where they will be submitted for approval to the Chair of Governors (CPS) / Finance Committee (GH).

# Governor Expenses Claim Form



Nature of Expense / Start and End of Journey	Miles	£
<b>Total</b>		

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

**Name**.....**Date**.....

**Signed**.....

Approved	Declined	Comment
----------	----------	---------

Finance & Personnel Chair/ or Chair of Governors

**School Name:**

**Signed**.....

**Date**.....

**Print Name**.....

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

*NOTE: For Ortu Gable Hall School, the chair of Finance and personnel committee to approve or decline. For Ortu Corringham Primary the Chair of Governors to approve or decline.*