



## Copnor Primary School

### Governors' Expenses Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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.

The Governing Body of Copnor Primary School believes that paying governor' 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 September 2007, all governors of this 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 Copnor Primary School, and are agreed by the Headteacher and Chair of Governor that they are justified before any reimbursable cost 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 babysitting allowances (excluding payments for a current/former spouse or partner).
  - Cost of care arrangements for an elderly or dependant 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 a rate of 40p 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.
  - Any other justifiable allowance.

The Governing Body of Copnor Primary School acknowledges that

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

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 of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance 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 Finance in respect of Chair of Governors) if they appear excessive or inconsistent.

Policy Agreed: Sept 2018

Review date: Sept 2020