



## 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 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. However, school governors provide a voluntary service, and cannot be paid for their role as a governor. They can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

All governors of this school will be entitled to claim the actual costs. 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. They must be agreed by the Governing Body and that they are justified before any reimbursable cost are incurred.

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. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on the HMRC website.
- 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 local authority or any other source.
- Any other justifiable allowance.

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. They will then return the form to the School within two weeks of the date when the allowances were incurred. The will be submitted for approval by the Chair of Governors or Chair of the Resources Committee for final approval.

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

Policy Agreed: March 2022

Review date: November 2023