



# **Townley School and Pre-School Governors Expenses Policy**

## **Introduction**

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. Townley School and Pre-School Governing Body 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.

## **Categories of reimbursable expenses**

Governors will be able to claim allowances providing the allowances to be claimed are incurred solely carrying out their duties as a governor of Townley School and Pre-School and are agreed by the Headteacher or Chair of Governor or Chair of Resources Committee that they are justified, and in line with this policy, before any reimbursable costs are incurred.

- Cost of care arrangements for childcare or baby-sitting (excluding payments to a current/former spouse or partner) not exceeding the national minimum wage per hour unless previously agreed by Chair of Governors and Head Teacher.
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner).
- Travel and subsistence costs, associated with attending meetings or training events, unless these costs can be claimed from the LA or any other source. Travel can only be claimed for meetings or training outside of scheduled meetings at a rate in line with those specified for staff.

## **Categories of non-reimbursable expenses**

- Telephone charges, photocopying, stationery, postage etc are NOT covered as the school makes these services available, unless in exceptional circumstances and these must be agreed in advance by the Chair of Resources or the Chair of Governors.

Any claims outside of the above must be justified by the claimant and agreed by both the Headteacher and the Chair of Governors. The Governing Body of Townley School and Pre-School acknowledges that governors are not paid an attendance allowance, nor will they be compensated for loss of earnings.

## **Procedure for making an expense claim**

Governors wishing to make claims under these arrangements, once prior approval has been sought (if needed), should complete a claims form (obtainable from the School Office), attaching receipts, and return it to the School by the end of the calendar month in which the allowances were incurred, when they will be submitted for authorisation to the Chair of the Resources Committee or the Chair of Governors where the Chair of Resources is the claimant. A summary of the claims made will be reviewed at each Resources Committee Meeting to monitor this expenditure.

## **Audit/ validation procedure**

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