



## **Cranbourne Governors Expenses Policy**

### **Rationale:**

The Governing Body of the Cranbourne 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.

### **Purpose:**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the school's delegated budget. Governing Bodies have 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.

### **Guidelines:**

All governors of Cranbourne 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 Cranbourne, and are agreed by the Governing Body that they are justified before any reimbursable costs 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 Chair of Governors.
  3. Copies of all claims will also be made available to the Headteacher and the Finance office of the school in which the claim was submitted or paid.
- Childcare or babysitting expenses (excluding payments to a close family member);
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a close family member);
  - The extra costs Governors 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 an agreed rate 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 expenses.

The Governing Body at Cranbourne 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, once prior approval has been sought, should complete a claims form (obtainable from the School Finance Office), attaching VAT receipts, and return it to the School office within two weeks of the date when the expenses were incurred.

These will then be submitted for approval by the Chair of Governors.

Claims will be subject to independent audit.

**Jane Aplin**

**15<sup>th</sup> January 2019**