



THE PIGGOTT SCHOOL

'...to be a school which inspires and encourages the highest achievement.'

GOVERNOR EXPENSES POLICY

Date last reviewed: Summer term 2019
Responsibility: Headteacher and Finance Committee
Review Period: Annually

1: Introduction:

This policy makes provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses will be met from the school's budget.

2: Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. The maximum claim limit is £30.00 per day. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner, or other responsible adult who normally lives in the family home to care for his/her child(ren) at the time.

3: Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

4: Telephone charges, photocopying, stationery, etc.

When a governor is unable to use the school's facilities for any of the above, a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

5: Travel and subsistence

Mileage may be claimed for distances exceeding 10 miles in total for the purpose of attendance at meetings of the governing body, or its committees, or other agreed activities. Claims will be reimbursed at the rate of 45p per mile.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances (i.e. for meals that would not otherwise have been purchased, or car parking charges that would not otherwise have been incurred) will be reimbursed upon the production of a receipt up to a maximum amount of £10.00.

6: Making a claim

Governors should claim in arrears on a **termly basis** unless the amount claimed is substantial.

Claims should be authorised by the Chair of Governors and submitted to the Clerk to Governors for processing.

The policy and the amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of governor, including associate members.