

Leedon Lower School



Governors' Allowances and Expenses Policy

1. Introduction

Leedon Lower School recognises the valuable contribution that governors make to the effective governance and success of the school. This policy outlines the circumstances under which governors may claim allowances and expenses incurred in the performance of their duties.

2. Purpose of the Policy

This policy aims to ensure that:

- Governors are not deterred from serving due to financial barriers.
- Reimbursement for legitimate expenses is provided fairly and transparently.
- Public funds are used appropriately and in accordance with relevant regulations.

3. Eligibility

All members of the governing board, including associate members, are entitled to claim allowances and expenses in accordance with this policy.

4. Allowable Expenses

Governors may claim expenses for the following items if they are incurred solely in connection with their duties as a governor:

4.1 Travel Expenses

- Mileage for travel to meetings or training courses (paid at the approved rate per mile).

- Public transport fares, including buses, trains, and taxis where necessary.

4.2 Childcare or Dependent Care Costs

- Costs incurred for childcare or care of dependents while attending meetings or training.

4.3 Telephone, Postage, and Stationery

- Costs for telephone calls, printing, and postage directly related to governor duties.

4.4 Training and Development

- Fees for approved training courses and conferences.

4.5 Other Expenses

- Other reasonable expenses as approved by the Chair of Governors or, for the Chair, by the Vice Chair.

5. Exclusions

Governors cannot claim for:

- Attendance at social events.
- Loss of earnings or salary.
- Costs already reimbursed by another body.

6. Procedure for Making a Claim

6.1 Claims should be submitted to the school's finance office within one month of the expense being incurred, using the Governors' Expenses Claim Form.

6.2 Receipts or other appropriate evidence must be provided for all claims.

6.3 Claims will be authorised by the Chair of Governors. Claims made by the Chair will be authorised by the Vice Chair.

6.4 Approved claims will be reimbursed by bank transfer or cheque within 30 days.

7. Monitoring and Review

The governing board will monitor the implementation of this policy annually to ensure it remains fit for purpose. Any amendments will be approved by the full governing board.

8. Communication

This policy will be made available to all governors and included in the governor induction pack. It will also be accessible via the school website.