RADFORD SEMELE
CofE PRIMARY SCHOOL
A family of learners expecting the best

May we have life to the full
John 10:10

Governors' Expenses Policy

Approved by:	FGB	**Date:** 23.09.2020
Last reviewed on:	June 2026	
Next review due by:	June 2027	

POLICY

The Education (Governors' Allowances) Regulations 2003 allow for payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty.

1. PURPOSE

The purpose of this policy is to ensure that a governor (or non-governor who is co-opted on to the Governing Body), is not out of pocket where the school has derived benefit from their contribution.

This policy also reaffirms the Governing Body's commitment to ensuring equality of participation for all governors, or potential governors.

2. APPLICATION

This Policy applies to all governors, and co-opted and associate members of the Governing Body.

Payment of expenses where these may be, or already have been, met by the Local Authority are excluded from this policy.

3. EXPENSES

Governors are entitled to claim the actual costs they incur as detailed below:

- Travel costs incurred to attend any meeting, which as a governor, they are required or requested to attend, where the distance is more than 20 miles in total
- Training fees for training not provided by WES or the DBE, or where WES or the DBE charge a fee for the training
- Reasonable subsistence when attending a meeting that lasts longer than four hours

In order that the school budget can be managed, and spending prioritised, the approval of the Chair of Governors (or the Vice-Chair, in the case of Chair's expenses) and the Head Teacher must be obtained **prior** to all expenses being incurred.

Examples of expenses are detailed below:

- A session at circles, before or after school
- Childcare or babysitting at a rate equivalent to the National Minimum Wage rate at the time the expense is incurred
- Telephone charges, photocopying, printing, postage or stationery where the governor is unable to use school facilities
- Travel and subsistence (subject to the parameters above), including mileage, parking, use of public transport. Mileage will be paid at the rate paid to staff and set by the local authority

If any expense claims appear excessive or inconsistent, the Chair of Governors or Head Teacher may ask for further information about the expenses being claimed.

4. CLAIMING EXPENSES

All expenses must be claimed in arrears, on an expense claim form, which can be obtained from the school office. Receipts, or other proof of payment, must be attached to expense claims where they are available.

Completed expense claims should be submitted to the Chair of Governors for approval, and, upon approval, the Chair of Governors will submit the expense claim to the Head Teacher for final approval and processing the payment. The Chair of Governors should submit their expense claim to the Vice Chair for approval, prior to submitting to the Head Teacher for final approval.

5. LEGAL NOTE

Governor expense payments are part of the expenditure of public funds and are therefore subject to independent audit, as is all school expenditure.

6. REVIEW OF POLICY

The Governing Body will review the governors' expenses policy annually. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.