



The William Hogarth School Governors' Expenses Policy

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 expenses which they incur in carrying out their duties. The Governing Body seek to ensure an inclusive approach in which reasonable expenses can be reimbursed to meet the costs of undertaking work on behalf of the Governing Body, or at the discretion of the Chair, to enable attendance at meetings. It is entirely at the discretion of Governors whether they claim expenses or not. Governors are 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 The William Hogarth School and are agreed by the Chair of 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 Governing Body:

- Childcare or babysitting expenses (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they 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 approved meetings/training courses. Meetings and courses outside of school are agreed with the Chair prior to travel.
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable expenses

The Governing Body of The William Hogarth School 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 Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Reviewed August 2015

Claims Form

Name:

Address

Date:

I claim the total sum of £..... for Governor Expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Please tick:

- Child Care/Babysitting expenses
- Care arrangements for an elderly or dependent relative
- Support for Governors with special needs
- Support for Governors whose first language is not English
- Travel to meetings/training courses
- Travel/subsistence to national meetings or training events
- Telephone Charges
- Postage
- Photocopying
- Stationery
- Other (please specify)

Comments (include details of courses attended, admin carried out etc):

This form should be returned to the school office.