



Principles of the Policy

This policy has been developed in accordance with the Education Regulations 2003 which gives Governing Bodies the discretion to pay certain types of expenses to School Governors.

Definitions

Payment is eligible only for the specified types of expenditure, described within this policy, which may be incurred when carrying out the duties of a School Governor.

Aims

The Governing body of Christ the King Catholic Primary School believes that it is important to ensure that there is equality of opportunity for all members of the community to serve as a Governor of this school. The potential removal of a financial barrier will assist in achieving that aim and therefore is an appropriate use of school funds.

Implementation

A Governor must obtain the approval of the Resources committee for items of expenditure which are to be claimed as expenses before the expense is incurred. Items which are allowable include:

- ✓ Childcare or babysitting allowance (excluding payments to current/former spouse or partner).
- ✓ Care of a dependent relative (excluding payments to current/former spouse or partner).
- ✓ Costs associated with the performance of duties as a Governor e.g. if a Governor has special needs, or if English is not their first language.
- ✓ The cost of travel to meetings and local training courses at the appropriate Local Authority rate.
- ✓ Travel and subsistence costs associated with attending national meetings or training events, unless these can be claimed from any other source.
- ✓ Telephone charges, postage etc:

- ✓ Any other justifiable expenditure.

Governors cannot be paid an attendance allowance or be reimbursed for any loss of earnings. It is acknowledged that many Governors will not wish to claim for expenses.

Roles and Responsibilities of Staff

Governors wishing to make claims under these arrangements are required to seek the prior approval of the Resources committee. A completed written request with original receipts, if available, needs to be submitted to the school office within two weeks of the date the expenses were incurred. The Resources committee will consider any written request at their next meeting and authorisation will be confirmed by the signature of the committee's Chair.

Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

Monitoring, Evaluation and Review

The Governing Body will review this policy every 2 years and assess its implementation and effectiveness.

Adopted: December 2017

Next review due: Autumn 2019