

## **Governors' Expenses Policy**

*Last review: October 2018*

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay expenses, from the school's annual budget allocation, to governors for certain costs which they incur in carrying out their duties.

Katharine Lady Berkeley's School Governing Body believes that paying governors expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Katharine Lady Berkeley's School are entitled to claim the expenses which they incur, as follows:

1. Governors will be able to claim expenses providing these are incurred in carrying out their duties, as a Governor or representative of Katharine Lady Berkeley's School, and are agreed by the Finance and Staffing Committee 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 meetings/training courses at the current rate per mile.
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The Governing Body at Katharine Lady Berkeley's 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 Clerk to the Governors), attaching receipts, and return it to the School within two weeks of the date when the costs were incurred, when they will be submitted for approval by the Chair of Governors and presented to the Finance and Staffing Committee for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed by the Governors on a bi-annual basis.

*Agreed by the Full Governing Body: 10 October 2018*

*Date of next review: Autumn 2020*