



**LONGCAUSE COMMUNITY  
SPECIAL SCHOOL**

## **Governor Expense Policy**

Signature of Head:	Anne Hutchinson
Date:	19.10.2023
Signature of Chair of Governors:	Fred Jenkins
Date:	19.10.2023
Agreed by the Governing body on:	19.10.2023
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Reviewed by:	Emma Moehle
Review date:	10 <sup>th</sup> October 2023
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Whilst acknowledging that some Governors do not wish to claim expenses from the school budget, Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Board and its committees, undertaking governor development and otherwise acting on behalf of the Governing Board.

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

### **Eligible Expenses**

Categories of eligible expenditure are as follows:

- Care arrangements:
- Child care or baby sitting expenses, where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Telephone calls, postage and ink cartridges for printers
- Travel from their registered address to and from school or college
- Governors are encouraged to claim for travel to and from training courses
- Subsistence
- Extra costs incurred by governors because they have special needs or because English is not their first language

*For the purpose of this policy a relative is defined as mother, father, partner or child*

### **Rates**

Rates at which allowances are payable are as follows:

- Costs to be agreed in advance by the Head Teacher. Care Arrangements: Actual costs incurred
- Telephone Calls and Postage: Actual costs incurred.
- Reimbursement for copy cartridges. Actual costs of printing governor related documents incurred.
- Travel Rates: will be paid in accordance with Plymouth City Council rates (Not to exceed the Inland Revenue Authorised Mileage Rate).
- For public transport, actual costs incurred. However, where more than one class of fare is

available, the rate shall be limited to second class fares. For travel by taxi the fare will be reimbursed at cost

- Subsistence if additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed to a maximum of £25.00 per day

### **Criteria for Claims**

All claims must be submitted to the School Business Manager within one month of the expenditure being incurred

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

In the case of telephone calls, an itemised phone bill will be required, identifying the relevant calls.

All claims must be approved by the Business Manager and reported yearly to the Governing Board.

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

### **Financial Systems**

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

The Governing Board will carry out the review of this policy every three years.



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**Governor Claim Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Claim Period \_\_\_\_\_

I claim the total sum of £ \_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed ..... Date .....

**Details**

Sum	Reason
<b>TOTAL</b>	