



HOLY TRINITY C.E. PRIMARY SCHOOL

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Whole School Policy on Payment of Governors Expenses

Introduction

The governing body supports the principle that individual governors should not be out of pocket and should be able to claim legitimate expenses necessarily incurred in the performance of their duty. Under the terms of the Education (Governors' Allowances) Regulations 1999, governing bodies of maintained schools may choose to extend any existing scheme to pay governors' allowances. This policy is written in response to the additional flexibility provided by the Regulations.

Purpose of the Policy

To establish the criteria by which governors may make claims against the school's budget share in respect of expenses incurred.

Scope

For the purpose of this policy, eligible expenses will include, but not be limited to:

- Travel and subsistence – for the performance of duties outside Sunningdale and up to the maximum rate as specified by the Local Authority.

Claims will be met from the school's delegated budget share.

If a governor intends to claim under this policy for any or all activities to be undertaken, this should be declared in advance so that an appropriate budget may be allocated and any expenditure limit set. All claims submitted for payment must be authorised by the Chair of the Finance Committee or Chair of Governors.

Monitoring of the Policy

The Headteacher will have day to day responsibility for the monitoring of this policy. The policy will also be brought to the attention of any external auditors, and the results of audit findings reported to the next full meeting of the governing body.

Review

This policy will be subject to review at least biennially.