



FOXHILLS FEDERATION GOVERNORS' EXPENSES POLICY

Status	Current	Approval	F&R committee
Review frequency	Annual	Author (role)	Governor Services
Date first written	October 2009	Date last approved	November 2022
Date of next review	November 2024	Date withdrawn	N/A

1. Rationale

The Governing Board wishes to reflect the spirit of the relevant legislation by encouraging people to become governors without the barrier of financial constraints. (*ref. The Education (Governors' Allowances)(England) Regulations 2003*)

2. Purpose

To set out the basis for expenses to ensure governors are aware of what they can claim and how to do so.

3. Guidelines

The Governing Board have an agreed budget of £400 for the year and the finances officers across both schools will monitor this budget and notify the Chair and Finance Committee if it looks likely that this budget will be exceeded.

Claims for the following will be paid:

- Travel to training venues at the current HCC approved rate per mile by car.
- Care of dependents during Governor Business, costs of which would not otherwise have been incurred.
- Provision of stationery/stamps etc.
- Provision of facilities for Disabled Governors where appropriate (eg audio equipment for a deaf Governor etc).

It will be necessary for the Chair of Governors to approve:

- Training courses outside of the county.
- If any Governor knows in advance that a total individual event claim will be likely to exceed £25 then the Chairman's approval should be obtained before the expense is incurred.

If costs escalate, regardless of the cause, the Governing Board may consider withdrawing the facility or reviewing the criteria for claims.

4. System for processing and Authorising Claims

The Chair of Governors, following the above Guidelines, must approve submitted claims. In the case of the Chair of Governors, Claims must be approved by the Chair of the Finance Committee.

All Governors' expenses claims and the supporting receipts and records will be held by the School Bursar who will submit an annual report to the Finance and Resources Committee.

Process:

- Complete the claim form which can be obtained from the School Office.
- Pass to Chair of Governors for signature of approval.
- Submit to school Bursar for payment.
- The Bursar will arrange payment from petty cash or by cheque as appropriate.

5. Withdrawal Arrangements

In accordance with School Government Regulations, any Governor whose expenses are the subject of consideration at a meeting must withdraw when that item is discussed and take no part in it.