



Expenses Policy

Agreed: 16 June 2021

Date: 16 June 2021

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Live fully, act justly.

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1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board or staff members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 63) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3. Overview

Members of the governing board and staff may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Chair of Governors. Staff members may claim costs incurred for the effective delivery of the curriculum by completing a claim form and submitting it to the head teacher.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Extra costs incurred because they have a special need or English as a second language

- Other justifiable allowances

Members of staff may claim for:

- Extra costs incurred for lesson resources eg Food technology ingredients

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board, (or head teacher for staff claims,) **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

4. Monitoring arrangements

This policy will be reviewed annually by Finance, Premises and Grounds Subcommittee. Any amendments will be presented at a meeting of the full governing board.