



SOHO PARISH PRIMARY POLICY

Governors' Expenses

Most recent review	Dec 2021	Next review due	Dec 2024
Governor committee responsible	Resources	Written by	Louise Ritchie

This policy statement has been developed in accordance with the *Education (Governors' Allowances) Regulations 2003*. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Soho Parish 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 Soho Parish School will be entitled to claim the actual costs which they incur as follows:

- Governors will be able to claim expenses providing the costs are incurred in carrying out their duties as a Governor or representative of Soho Parish School, and are agreed by the Governing Body's Finance Committee that they are justified before any reimbursable costs are incurred.
- Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance Committee:
 - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or 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 a rate per mile which does not exceed the specified rates for school personnel
 - Reasonable parking costs for meetings/training courses.

The Governing Body at Soho Parish 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 claim form obtainable from the Clerk to Governors, attach all receipts inclusive of VAT, and return it to the School Office within four weeks of the date when the costs were incurred. Forms will be submitted for payment to the Headteacher, on behalf of the Resources Committee. Claims will be subject to independent audit and may be investigated by the Chair of Resources Committee, in respect of the Chair of Governors, if they appear excessive or inconsistent.

This policy will be reviewed every two years.

APPENDIX 1: SOHO PARISH GOVERNORS' EXPENSES CLAIM FORM

Please complete all sections below and submit to the School Office. All claims must comply with the Governors' Allowances Policy as agreed by the GB (see policy overleaf).

Name	
Address	
Tel No:	

Description of Claim	Invoice attached Y/N	Date of expense	Amount claimed £
Total			£

I confirm the above expenses were incurred by me solely in carrying out my duties as a governor of Soho Parish School and am due for re-imburement as defined by the Governors' Allowances Policy

Signed

Date

Claim approved	Headteacher's signature:
Cheque received	Claimant's signature:
Date paid:	Cheque number: