

## DRAFT MODEL POLICY ON GOVERNORS' EXPENSES

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 1999. These regulations give Governing Bodies the discretion to pay allowances from the school budget to governors for certain expenses which they incur in carrying out their duties. .... 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.

From September 1st 1999, all governors of ..... School will be entitled to claim the actual costs which they incur in attending meetings of the governing body, its committees or ..... Education Service governor training sessions as follows:

1. Childcare or baby sitting expenses (excluding payments to a current/former spouse or partner)
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
3. The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel by private car will be allowable at 12p/mile (maximum of 10 miles in connection with anyone meeting, except training sessions where the limit will be 20 miles) to cover petrol costs only.
4. Governors will also be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - the extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the ..... Education Authority or any other source.
5. The cost of stationery , photocopying, postage and telephone calls are not allowable. Governors can use the school photocopier for governing body business; further assistance with office services can be sought from the School Office, subject to the other demands on staff time.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within Two Weeks of the date when the expenses were incurred, when they will be submitted for approval by the chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The total amount of governors' expenses paid during the year will be recorded in the Annual Report to Parents.

This policy was discussed and approved by the Governing Body on ..... It will be reviewed annually.