



GOVERNORS' EXPENSES POLICY

Ratified: September 2024

Next review: September 2026

This policy covers the expenses as listed below incurred by all governors and non-governor members of the committees and working parties set up by the full governing body.

Claims should be given to the finance secretary and expenses paid out of the governors' delegated budget as far as possible. If more claims are made than allowed for in the current policy, expenses are to be paid from the school's delegated budget.

1 Meetings/Training:

Expenses will be paid for:

- Childcare or baby sitting at no more than £9.50 per hour.
- Care arrangements for an elderly or dependent relative at no more than £17.50 per hour.
- Travel to attend approved governor training and governor meetings.

Governors cannot be paid for attending meetings or loss of earning.

Wraparound has been set up for Governors as their primary source of childcare. This is subsidised and offered free of charge during Committee and Full Governors meetings. It must be booked online prior to the meeting.

2 Other:

Any further claims must be considered at a meeting of the full governing body.

Governor Expense Claim Form

Name: _____

Reason for claim

Travel Expenses	
Childcare	
Reclaim	
Sustenance	

Date of claim: _____

Value of claim: _____

Signed: _____

Signed (Headteacher): _____

Date processed through FMS: _____

Initials: _____