



GOVERNOR EXPENSES POLICY

Status	Approved	Approval	Full Governing Body
Maintenance	Resources Committee	Role(s) responsible	Headteacher
Date Effective	June 2016	Date of review	2024
Date of next review	December 2025	Date withdrawn	Not withdrawn
Lead Professional:	Business Director	Location:	T Drive/ www.coltonhills.co.uk

COLTON HILLS COMMUNITY SCHOOL

Rationale

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

Colton Hills School Governing Body believes that paying governors allowances, 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 that it is an appropriate use of school funds. The specific items allowable reflect this objective.

Since 30/06/2016 all governors of Colton Hills Community School have been entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the school, and are agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or babysitting 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/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 set by the Local Authority (pence per mile).
 - Travel and subsistence costs, payable at the current rates specified by the Local Authority, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.
 - Telephone charges, photocopying, stationery, postage etc.
 - Any other justifiable allowances.

The Governing Body at Colton Hills 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 claims form (obtainable from the Clerk to the Governors or School), attaching receipts, and return it to the School within two weeks of the date when the expenditure/costs were incurred. They will be submitted for approval to the Chair of Governors or Chair of Resources and will be presented to the Resources Committee for final approval.



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Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed by the Governors every 2 years.

Date: 11 December 2023