



Policy:	Governor Expenses
Approved:	September 2023
Last reviewed:	November 2025
To be reviewed:	November 2027

Rationale:

The Governing Body wishes to reflect the spirit of the relevant legislation by encouraging people to become Governors without the barrier of financial constraints.

Purpose:

To enable expenses to be paid without embarrassment or abuse.

Guidelines:

The Governing Body will agree a budget for each year and the Governing board (Finance) will monitor this.

Claims for the following will be paid:

- Travel to training venues or on approved Governor business at a flat rate of 40p per mile by car or by public transport.
- Care of dependants during Governor business, costs of which would not otherwise have been incurred.
- Provision of stationery / stamps etc.
- Provision of facilities for disabled Governors where appropriate (eg audio equipment for a deaf Governor etc).

It will be necessary for the Chair of Governors / Chair of Resources Committee to approve:

- Training courses outside the County.
- If any Governor knows in advance that a total individual event claim is likely to exceed £25 then the Chair's approval should be obtained first.

If costs escalate, regardless of the cause, the Governing Body may consider withdrawing the facility or reviewing the criteria for claims.

Governors will disclose that they have claimed expenses and this will be recorded in the Full governors (Finance) minutes.

System for Processing and Authorising Claims:

The Chair of Governors, following the above guidelines, must approve submitted claims. In the case of the Chair of Governors, claims must be approved by the Vice -Chair of governors. (Claim form attached)

All Governors' expense claims and the supporting receipts and records will be held by the school.

Withdrawal Arrangements:

In accordance with School Government Regulations, any Governor whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in it.

Agreed by Full Governors: November 2025

Appendix A

System for Processing and Authorising Claims:

1. Complete attached claim form
2. Pass on to Chair of Governors for signature of approval, following policy guidelines
3. Submit to School Senior Admin Officer
4. Payment will be made from petty cash

CLAIM FORM

Name	
Governor Status	
Address	
Nature of Claim	
Period of Claim (dates from / to)	
Travel Costs (either public transport or Miles @ 45p per mile)	
Cost of Care (....hours @ per hour)	
Cost and nature of materials	
Cost and nature of provision of facilities for disabled Governor	
TOTAL CLAIM	
I authorise the payment of this claim, in accordance with the Expenses Policy. Signature of Chair of Governors and date	
I have received the above sum from petty cash: Signature of claimant and date	