



# **KINETON GREEN PRIMARY SCHOOL**

## **GOVERNORS' EXPENSES POLICY**

**2014**  
**Revise 2015**

## **Governor Expenses Policy – 2014**

It has been decided by Kineton Green Primary School Board of Governors that in principle governors will not be reimbursed for out of pocket expenses incurred unless there are exceptional circumstances. These might include travel to attend a conference. Any such expenses would need to be approved by the Chair of Management of Assets Committee or the Chair of Governors before they were incurred.

However, to defray costs of printing paperwork relating to Governor meetings etc, governors may claim 1 ream of paper from the school office per academic year.

Should exceptional circumstances occur, the following guidelines will be used to decide the expenses to be paid.

1. Governors may not claim for actual or potential loss of earning or income.
2. Categories of eligible expenditure are as follows:
  - i) Care arrangements
    - Child care of baby sitting expenses, where these are not provided by a relative or partner (maximum of three claims per year)
    - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner (maximum of three claims per year)
  - ii) Telephone calls
  - iii) Travel – exceptional circumstances only (i.e. out of Borough travel)

Any items for postage must be submitted to the administration office at school for onward delivery. Any items of photocopying can be arranged through the school office.

### **Expenses Rates**

3. Rates at which expenses are payable are as follows:

Care arrangements: Actual costs incurred, up to a maximum of £7 per hour for child care and a maximum of £9 per hour for the care of elderly relatives

Telephone calls (it is recommended that the use of an inclusive rental and call charge provided is used e.g. BT Together Option 3). However, where necessary actual costs may be claimed back if incurred.

Travel Rates: in accordance with the established SMBC policy on mileage claims for teaching staff.

For public transport, actual costs incurred. However, the rate shall be limited to second-class fares.

For travel by taxi the cost must not exceed £10.00 per journey.

However, it is recommended that every effort to car share with other governors/attendees is expended before any claim is submitted.

4. All claims, having been authorised by the Chair of Management of Assets or the Chair of Governors, must be submitted to the Chair of Management of Assets on the attached form within one month of the expenditure being incurred, except for telephone calls.
5. Receipts **must** be supplied to support claims for re-imbusement, e.g. bus ticket, phone bill, till receipt. No receipt=no claim.
6. In the case of telephone calls, an itemised highlighted phone bill should be provided, identifying relevant calls.

### **Financial Systems**

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

### **Policy Review**

This policy will be reviewed annually at the first Full Board of Governors meeting in the Autumn term.

**KINETON GREEN PRIMARY SCHOOL**

**GOVERNOR EXPENSE CLAIM FORM**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Claim Period \_\_\_\_\_

Date	Expense	Reason for expenditure	Cost

Total cost \_\_\_\_\_

Countersigned by \_\_\_\_\_

Chair of Management of Assets Committee