

GOVERNOR EXPENSES POLICY

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Co-ordinator: Lynn Walters

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Sandwich Technology School's Governing Body believes that paying governors' allowances, in the 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.

All Governors will be able to claim for the following, on a case-by-case basis:

- the cost of travel relating only to travel to meetings/training courses at the rate applicable, which does not exceed the specified rates for school personnel (currently 45 pence per mile);
- travel and subsistence costs, payable at the current rates, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.

The Governing Body at Sandwich Technology School acknowledges that:

- Governors will not be paid attendance allowance;
- Governors will not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements should complete a claim form (obtainable from the School Office) and return the completed form to the School within two weeks of the date when the expenses were incurred. The claimant must provide receipts to support the claim, which will be submitted to the Chair of Governors for final approval.

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.