

John Ruskin Primary School and Language Classes

Governors Expenses Policy

Coordinator: Clare Tayton

Last review: 2021

Next review: 2024



“Be responsible, be fair, stay positive and care”

John Ruskin Primary School
Governors Expenses Policy 2021

Aim

To ensure no individual is prevented from becoming a governor, or carrying out his or her role as a governor, through reasons of expense.

General points

All governors may claim for expenses incurred in executing their duties.

Expenditure must be agreed with the Chair or at sub-committee level in advance.

Categories of expenditure

The following expenses may be claimed:

- Travel to and from meetings and/or training from home address (public transport to be used except for where this is not practical)
- Postage costs incurred on governors business
- Childcare costs when attending training off-site (the school will provide a crèche for all meetings/training off the premises)
- The Governing Body will consider making special help or equipment available to enable individuals with special needs, or whose first language is not English, to become or remain governors.
- Stationery costs
- Any other reasonable costs incurred whilst on governors' business which have been agreed in advance

Funding

The school will allocate a specific budget annually to cover these costs. All records will be kept safely and available for audit.

Reimbursement

All claims for allowances must be supported by a written claim detailing the expenditure and the reasons for the expenditure. Receipts, which must be VAT receipts where applicable, must support claims for reimbursement.

All receipts and other paperwork are to be given to the Head Teacher, who will arrange for reimbursement through the school's usual procedures.