

Woodthorpe J.I. School

Governing Body Expenses Policy

The Governing Body of Woodthorpe J.I. School recognises that governors should not be out of pocket for the valuable work they do and can pay reasonable allowances to governors and associate members of the Governing Body as necessary.

This policy states the criteria for reimbursing governors for expenditure they have incurred in connection with their governance duties.

Acceptable expenditure would be for:

- Care arrangements for a dependant relative (including childcare or baby sitting);
- Telephone charges, photocopying and stationery;
- Travel and subsistence (i.e. reimbursement for parking); and
- Small gifts for governors/staff, who have been in post for four years or more, who are leaving the school in recognition of their service. Gifts should not exceed £30.

This list is not exhaustive and other necessary expenditure will be agreed on its merits at a meeting of the full Governing Body.

Payments can only be paid in respect of expenditure necessarily incurred for the purposes of enabling the person to perform any duty as a governor. This would not include payments to cover loss of earnings for attending meetings.

Travel expense and Rates of Payment. - the Governing Body follows THE EDUCATION (GOVERNORS' ALLOWANCES) REGULATIONS 2003, NOTES FOR GUIDANCE.

Other expenses will only be paid on the provision of a receipt and should be limited to the amount shown on the receipt.

The Governing Body will make provision from within their delegated budget for anticipated expenditure in making adjustments for disabled governors, or in providing support to those governors whose first language is not English.

The Rights of Every Child

Woodthorpe JI School uses the U.N. Convention of the Rights of the Child to ensure that every policy supports the improvement of life chances for children. Articles: 1, 2, 3, 4, 28, 29.

Signed:

Approved: 6 September 2018

Review: Annually