

Trustee/ Local Governor Expenses Policy

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. The Trust Board believes that paying governors' allowances, in specific circumstances, 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.

Trustees/ Local Governors will be eligible to claim expenses when attending training or meetings relating to their role as Trustees/ Local Governor or undertaking other agreed activities on behalf of the Trust Board/ Local Governing Body, wholly, exclusively and necessarily incurred in performance of their duties.

Reimbursable costs include:

- The costs of travel by car to meetings/training at the same rate as that paid to non-teaching staff, for car travel;
- The actual cost of public transport to meetings/training, up to the cost of a standard second class fare;
- Telephone charges, photocopying, stationery, postage etc;
- Any other reasonable expenses agreed in advance by the Trust finance committee.

The Trustees and Local Governing Bodies at South Farnham School, Highfield South Farnham School and The Raleigh School acknowledge that:

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

Governors wishing to make claims under these arrangements should complete a claims form (available at full governors meetings or obtainable from the School Office) attaching receipts where possible, and return it to the School Office. Claims of up to £50 per person per year can be paid from school funds directly. Claims in excess of £50 per person per year can be paid after approval from the Chair of Finance or the Chair of Trust Board. Claims should normally be submitted once a term.

Claims will be subject to review by the Finance Committee and may be investigated by the Chair of Trust Board (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.