

# Hurstbourne Tarrant Church of England Primary School

*'Love of Learning, Love of Life, Love of Christ!'*

## Governors Expenses Policy



Our School Christian Values = REACH

R=espect   E=ffort   A=im High   C=are and love   H=onesty

|                                 |                     |
|---------------------------------|---------------------|
| Headteacher Signature:          | Date: November 2025 |
| Chair of Governors Signature:   | Date: November 2025 |
| Date for renewal: November 2028 |                     |

### Our School's Christian Vision

*Through 'Love of Learning, Love of Life, Love of Christ,' we aim to ensure that our school is a place which enables children to fulfil their journey together in mutual respect within an environment that enables children to have a positive purpose in life being true to themselves and others.*

### Our School Values

**Respect** – valuing each other and celebrating differences.

**Effort** – always trying our best.

**Aim High** – setting ourselves new challenges.

**Care and Love** – selfless service to others, putting others before ourselves.

**Honesty** – living with integrity, saying what we mean and mean what we're saying.

## **Introduction**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget. Any claim that is likely to exceed £100 needs to be agreed in advance with the Chair of the Resources Committee or the Chair of Governors.

## **Paying Allowances**

Examples of when a claim may be made for incurred expenses are given below, but the governing body can take account of its individual needs and judge each request on an individual basis. This decision will be made by the Resources Committee.

### **Child care or babysitting**

Claims for the actual cost of reimbursement for a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

### **Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for child care.

### **Telephone charges, photocopying, stationery, etc**

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

### **Travel and subsistence**

Mileage may be claimed for distances exceeding 10 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the current Inland Revenue rate. (45p per mile - 2024).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £20

### **Making a claim**

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the Chair of Resources Committee/Chair of Governors and submitted to the school Senior Admin Officer for payment.

The policy and amounts payable will be reviewed on an annual basis.

**This policy applies equally to all categories of governor, including associate members.**