St Mary's Catholic Primary School Governor Expenses Policy (2021-22)

St Mary's Vision & Values statement

'Love one another, as I have loved you.' John 13:34

As Jesus taught us, we strive to love each other as an inclusive, Catholic community embracing all faiths, cultures and beliefs.

We support one another to achieve our goals; to persevere and value learning while discovering the gifts God has given to us.

We help each other use our God-given talents to serve God, each other, our community and the world, following Jesus' example.

Date of Policy: October 2021 **Ratified by: FGB** **Date of next review: October 2023**

St Mary's School Governing Body believes that paying governors allowances, in 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.

Expenses may be claimed by Governors for the following:

Child care or babysitting
Claims for the actual cost of reimbursement to a registered playgroup, child-minder or babysitter may be made while a governor is attending meetings of the governing body or its committees, attending training events or is a member of an interview panel. 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). An invoice should be submitted by the organisation or individual undertaking the childcare directly to the school.

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 journeys* of a distance exceeding 10 miles (round-trip) for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate of 45p per mile for every mile over the first 10 miles.
**Start point of the journey is home or other place at time of travel*
End point is school / other venue (e.g. training venue) however Journey distance will be measured as the shorter of

- *Home to school / Other venue*
- *Other start point to school / Other venue*

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, i.e. 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.

The value of the reimbursement will be limited to a reasonable level (as determined by the Chair of the Finance Committee who is responsible for authorising all expenses claims).

Making a claim (excluding childcare)
Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims must be made using the school expense claim form (see appendix 1).

Claims should be authorised by the Chair of Finance Committee and submitted to School Business Manager 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.

Review Date: October 2023

Appendix 1

St Mary's Catholic Primary School, Churchdown
Governor – expenses claim

Governor Name: ___________________________

Bank Account details:

Name of account: ____________________________ Sort code: __________________

Account number: __________________

Date	Details of journey/expenditure	Mileage	Expenditure
	Totals		

Governor Signature: ___________________________________ Date: _____________

Authorised by: (Print / Sign) ____

Role: ____ Date: ____________

Budget(s) to be Charged: ____

Please attach receipts for expenditure