

# St Bernadette Catholic Primary School



## Governors' Expenses Policy

Date Agreed:  
Date of Review



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Our Mission Statement,

***"learning to grow in knowledge, faith and love through friendship with Jesus and Mary"***, underpins all that we do at St. Bernadette Catholic Primary School.

*As a Catholic school community with Christ at its centre, St Bernadette Catholic Primary School seeks to bear witness to the Catholic Faith, which is the foundation and inspiration of all its endeavours.*

*We have a shared vision which encompasses the good of every person within the school Community and wish to ensure that each person is enabled to achieve his/her potential in all areas of life – spiritual, emotional, physical and academic.*

The Education (Governors' Allowances) Regulations 1999 give Governing Bodies the discretion to pay allowances from the school budget to governors for certain expenses which they incur in carrying out their duties.

The Governing Body of St Bernadette Catholic Primary School believes that paying governors' expenses, 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.

All governors of St Bernadette Catholic Primary School will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees, Herts LA or Diocese of Westminster governor training sessions as follows:

1. Childcare or baby sitting expenses (excluding payments to a current/former spouse or partner)
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
3. The cost of travel from their home or place of work (as appropriate) by the least expensive means possible. For this purpose, travel by private car will be allowable at 12p per mile (maximum of 10 miles in connection with any one meeting, except training sessions where the limit will be 50 miles) to cover petrol costs only.
4. Governors will be also be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - The extra costs they incur in performing their duties either because they special needs or because English is not their first language
  - Travel and subsistence cost, payable at the current rates specified by the Secretary of State for Transport, associated with attending national meetings or training events, unless these costs can be claimed from Hertfordshire Education Authority or any other source.

The cost of stationery, photocopying, postage and telephone calls is not allowable. Governors can use the school photocopier for governing body business; further assistance with office

services can be obtained from the School Administrator/ Clerk to the Governors, subject to other demands on his/her time.

Governors who wish to make claims under these arrangements should complete an expenses claim form (obtainable from the School Administrator) and return it within 2 weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Governors and payment arranged. Claims for more than £50 will be checked by the Chair and authorized for payment by the headteacher. Claims will be subject to intermittent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

This policy is referenced to the school's equality policy and will be reviewed annually.