

# Our Lady of Mount Carmel Catholic Primary School

## Governor Allowances & Expenses Policy



**Approved by the Board of Governors  
Our Lady of Mount Carmel Catholic Primary School**

**Chair of Governors: Katie Owen**

**Date: 1<sup>st</sup> May 2019**

## Our Lady of Mount Carmel Catholic Primary School – Governor Allowances & Expenses Policy

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## INTRODUCTION

Governors give their time generously for the benefit of the school. The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty". However, as a general rule expenses to Governors are not reimbursed in order to maximise use of the school budget.

Governing Boards can choose whether or not to pay allowances to governors therefore any reasonable request can be put to the Finance sub-committee for consideration prior to reimbursement, subject to the necessary proof of purchase. Requests should be put to the Finance sub-committee before expenditure is incurred

The following points are to be noted:

- Governors cannot claim attendance allowances or for loss of earnings
- Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed)
- All claims are to be supported by receipts / proof of purchase
- Governors can use the school photocopier and school printers for governing board business; assistance with office services can be sought from the School Office, subject to the other demands on staff time
- Governors should decide for themselves whether or not to claim

For significant extra meetings, at the Chair of Governors discretion, the Chair of Governors will arrange for a qualified person to be employed to supervise Governor's children for the duration of the meeting. Individual governors are to take responsibility for leaving their child(ren) in their care. This will NOT be considered for general meetings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a copy of the attached claims form proforma, attach receipts, and return it to the School office within Two Weeks of the date when the expenses were incurred, they will then be submitted for approval by the Chair of Governors, or the Chair of the Finance sub-committee, and payment arranged. Claims may be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

The School Finance Officer will commit the expenditure to the relevant budget and keep a record together with completed claims proformas. The School retains the right to publish expense claims made by Governors.

This policy will be reviewed annually during the Autumn Term annually and any changes agreed by the full governing board.

**OUR LADY OF MOUNT CARMEL CATHOLIC PRIMARY SCHOOL GOVERNING BODY**

GOVERNORS' EXPENSES CLAIM FORM

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

I WISH TO CLAIM £ \_\_\_\_\_ (Please insert amount to be claimed)

Please provide details of claim and proof of expenditure

I CERTIFY THAT THIS EXPENDITURE WAS INCURRED IN THE PUSUIT OF GOVERNOR DUTIES

\_\_\_\_\_ Signature of Governor making the claim

\_\_\_\_\_ Date of claim

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

\_\_\_\_\_ Chair of Governors/Chair of Finance sub-committee  
(please print name)

\_\_\_\_\_ Signature of Chair of Governors/Chair of Finance sub-committee

\_\_\_\_\_ Date

I CERTIFY THAT I HAVE RECEIVED \_\_\_\_\_ (AMOUNT) IN RESPECT OF GOVERNORS' EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

THIS COPY TO BE RETAINED BY THE SCHOOL FINANCE OFFICER TOGETHER WITH ANY SUPPORTING RECEIPTS RECEIVED