

Coloma Convent Girls' School

Financial Policy and Procedures

Appendix 17:

Governors' Expenses and Allowances Policy



Approved by:

Board of Governors - 3rd December 2020

1. Coloma Convent Girls' School recognises that the governing body plays a key role in the success of the school. It appreciates the fact that governors are volunteers who are giving freely of their time. As such, individual governors should not be deterred from playing their full part because of incidental costs. Governors should not incur personal costs as a consequence of their decision to volunteer to serve as members of the governing body. It is at the discretion of individual governors as to whether they choose to claim reimbursement of expenses or not.

2. **Expenses** for which governors can claim reimbursement include:

Travel

- a. Travel to and from the school or elsewhere on school business. Normally public transport or personal vehicle (for shorter journeys) should be used. Mileage rates will be paid at the rates agreed for staff travel; public transport should be standard class. If a Governor does not have access to a personal vehicle, taxis may be used, especially for meetings and events that finish late at night.

Overnight Accommodation and Subsistence

- b. From time to time a Governor may incur overnight and subsistence costs as a result of performing their role as a Governor e.g. attendance at a Conference or visiting schools in other parts of the country. The Headteacher and/or Chair of Governors should normally approve these costs in advance and expenditure limits should be in accordance with the limits for staff overnight accommodation and subsistence.

Governor Training & Development

- c. Governors are encouraged to develop their knowledge, understanding and skills related to their role. This can involve attendance at training events and conferences or through distance learning. The Governing Body wishes to support governors who will give additionally of their time in this way and would wish to meet any reasonable expenses incurred. Before registering for any such training, governors should discuss the matter with the Headteacher and/or Chair of Governors in advance to obtain their approval.

Telephone charges, printing and photocopying costs and stationery

- d. These costs may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the Governing Body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

Care Arrangements

- e. Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the Governing Body, its committees or in otherwise representing the school or Governing Body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

Special facilities for governors with a special need

- f. Where the school or Governing Body does not provide facilities or equipment to enable a Governor, for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- 3. **Claims** will need to be authorised by the Headteacher (via the Clerk to the Governors or Finance Office) in advance, in particular for expense points 2b, 2c, 2e and 2f. Claims for reimbursement for expenses should be made promptly (in order to be included in the correct financial period) and on the relevant form available from the Finance Office at finance@coloma.croydon.sch.uk. Wherever possible receipts/invoices should be attached as proof of purchase in line with our financial procedures. Alternatively, the school may make direct payment e.g. course/conference fees and associated costs (train travel, overnight accommodation) on your behalf.