



**GATEWAY**  
**PRIMARY SCHOOL**  
**Lifelong love of learning**

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Headteacher: **Mrs Kayleigh Anstee**

# Governor Expenses Policy

<b>Date of Issue:</b>	30 <sup>th</sup> June 2025
<b>Date of Review:</b>	September 2025
<b>Headteacher:</b>	Mrs Kayleigh Anstee
<b>Chair of Governors:</b>	Kevin Moyes

## **Aim**

The aim of this policy is to ensure that governors are not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing board's commitment to ensuring equality of participation for all governors.

Governors cannot be paid attendance allowances or for any loss of earnings.

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".

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

### **Childcare or babysitting expenses**

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 board, or in otherwise representing the school or governing board; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a babysitter.

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

Costs may be refunded in similar circumstances to childcare. 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.

### **Governors with a special need**

Where the school or governing board 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.

The translation of documents or provision of an interpreter may be met in circumstances like a governor with special needs.

### **Telephone charges, photocopying costs, and stationery**

These expenses 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 board. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure incurred. Claims will be limited to reimbursing the actual costs involved. Costs for printing will be reimbursed at the rates per page applicable to the current use of the school's photocopier.

### **Travel and subsistence**

Mileage may be claimed where the distance between the governor's home and the school or other venue which governors are required to attend on business related to the work of the governing board (e.g., meetings, training courses, visits to other providers, etc.) exceeds 3 miles.

Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Fares for the use of public transport will be reimbursed based on actual expenditure, up to the level of standard class rail travel.

In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed at the mileage rate/s set by Oxfordshire County Council (OCC) at the time a claim is made.

Expenses of one tenth of the lowest car mileage rate per mile may be claimed for use of a pedal cycle. Payments of expenses where these have been or are already met by the LA or other board are excluded from this policy.

### **Claiming**

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to Gill Lock (Business Manager) and authorised by Kevin Moyes.

### **Monitoring and Review**

It is important to monitor the impact of expenses and allowances claimed to ensure that no adverse impact is occurring as a result.

The Lead Finance Governor will monitor expenses incurred as part of their budget and make sure that funds are set aside when setting the budget, they will report to the full governing board.