



ST PAUL'S CATHOLIC PRIMARY SCHOOL AND NURSERY

Policy on Governor Expenses

Our Mission Statement

"Do everything with love."

(St Paul's first letter to the Corinthians 16:14)

This means that we will...

- *Show our love for Jesus in everything we say and do*
- *Respect everyone by recognising that God made us all different but equally valued.*
- *Strive for excellence and find ways to share, develop and celebrate our talents.*
- *Promote a safe, happy and enjoyable environment.*
- *Actively support our school, parish and the wider community.*

Ratified on

Date _____

Signed _____

Review date _____

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 1999. These regulations 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. St Paul's School Governing Body 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. The specific items allowable reflect this objective.

All governors of St Paul's School are entitled to claim the actual costs which they incur in attending meetings of the governing body, its committees or Portsmouth Education Service 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 purposes, travel by private car will be allowable at 45p/mile.
4. Governors will 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 have special needs or because English is not their first language; travel and subsistence costs, payable at the current rates specified by the Secretary of State for Education and Skills, associated with attending national meetings or training events, unless these costs can be claimed from the Portsmouth Education Authority or any other source.
5. The cost of stationery, photocopying, postage and telephone calls are not allowable. Governors can use the school photocopier for governing body business; further assistance with office services can be sought from the School Office, subject to other demands on staff time.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the school **at the end of the term in which** the expenses were incurred, when they will be submitted for approval by the Chair of Governors and payment arranged.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The total amount of governors' expenses paid during the year will be recorded in the Annual Report to Parents.

This policy will be reviewed annually.