

Governors' Expenses Policy

Arunside School



'Our four walls with tomorrow inside'.

Approved by: Policy and Resources Committee **Date:** March 2021

Last reviewed on: March 2020

Next review due by: Policy and Resources Committee – March 2023

Date	Section	Policy review updates:
March 2021	General	<p>The following content has been added to reflect the recent progress in technology: or through video communication platforms.</p> <p>The following statement was removed following the approval review of Governors: Pre-school children are made welcome during the day.</p>

All Governors should be able to claim allowances for legitimate expenses incurred whilst carrying out their duties. The allowances paid should relate to actual costs incurred as detailed below, apart from mileage costs where any payment should not exceed authorised West Sussex County Council mileage allowance. It is up to individual governors to decide whether to submit an expense claim or not. The money to pay expenses comes from the school budget. If expenses are not claimed the money will be used to benefit the pupils and the school.

General

When individuals volunteer their services as governors, they undertake to give their time to carry out their duties and to visit their school frequently, in order to support their school.

Governor training sessions through the Learning Gateway are available locally at County Hall North, Horsham. Courses are available on different days and at different times throughout the day and evening. Refreshments and meals are provided if necessary.

Governing Body and Committee meetings are always arranged by mutual agreement. Committee meetings may be held in individuals' homes if more convenient or through video communication platforms.

Advances in technology enables governor meeting papers to be distributed electronically so meetings can be paper free. Governors must use their dedicated @arunside.school email addresses for compliance with GDPR regulations and are encouraged to use the Microsoft 365 suite to aid governor communication and file sharing.

Stationery for governor's letters may be obtained from the School Office. A courier service from the school operates weekly for letters to County Hall at Chichester and Horsham and the Education Office at Crawley. Other items for posting may be left in the school office.

Expenses incurred

- **Travel expenses** - expenditure incurred in travelling to/from training sessions/courses and other meetings outside the school.
- **Overnight costs** - the cost of meals and/or overnight accommodation if their duties (including attendance at courses and other meetings outside the school) required them to be away from their home for a period of more than 1 day.
- **Phone costs** - the actual cost of phone calls incurred as part of their duties.

Claiming Expenses

Where there are **exceptional circumstances**, Governors wishing to make a claim under the above arrangement must request financial assistance via the Policy and Resources Committee.

Governors should complete a claim form (obtainable from the school office) and this should be signed by the Chair of Governors and the Chair of the Policy and Resources Committee. Attached to this should be the relevant receipts to support the claim and no claim can be made without a receipt.

Agreed by Governors at the Policy and Resources Committee meeting March 2021