



St Werburgh's Catholic Primary School Governors' Expenses Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. St Werburgh's Catholic Primary School believes that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community.

The amount from the school Budget allocated to Governors' expenses for the year April 2023 to March 2024 is £300. This amount will be reviewed on an annual basis and a report provided to Governors on expenses paid for each year.

From their date of appointment Governors may, if they wish, claim the actual costs they will incur as follows :-

- The extra costs they incur in performing their duties either because they have special needs or English is not their first language.
- The cost of travel to attend training courses. This will include parking, tunnel fees and mileage (paid at 40p per mile).
- Stationery costs including ink cartridges and postage.

Governors will complete a claim form (see Appendix A) and submit to the School Business Manager. Relevant receipts should be attached to the claim form.

Any claims deemed unreasonable or outside the defined criteria will be refused. Governors unsatisfied with the decision will have the right of appeal to the Finance Committee.

All claims will be subject to independent audit, in line with school procedures. This policy will be reviewed annually.



St Werburgh's Catholic Primary School
Governor Allowances Claim Form

Name	
Address including postcode	
Date	
Claim period	

I claim the total sum of £ for Governor allowances as detailed below. I have attached relevant receipts to support my claim.

Signed Date

Support for Governors with Special Educational Needs	
Support for Governors whose first language is not English	
Travel costs to training courses	
Stationery costs (please state) including ink cartridges	
Postage	