



WARBLINGTON
SCHOOL

GOVERNOR EXPENSES

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Document Control

Baseline Document	Comments/ Scheduled/Review Date	Action/ Reviewed by	Approved by the Governors
April 2011		Owen HT H Davies	Strategic Committee
	Summer Term 2014	Julia Vincent	Finance & Site Committee
	Summer Term 2017	Julia Vincent	Full Governing Body

Document Owner: The Governing Body

Leadership Team member responsible: Mrs Julia Vincent, Headteacher



Warblington School is a UNICEF Rights Respecting School. By reflecting on the United Nations Convention on the rights of the child and placing it at the heart of everything we do, we believe that our community is working together to enable our students to take an active role in developing their place in society both now and as adults of the future (Articles 28 & 29).

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay expenses from the school's annual budget allocation to Governors for certain expenses which they incur in carrying out their duties.

Warblington 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.

The Governing Body will agree a budget for expenses for the year and the Finance Committee will monitor this.

Governors will be able to claim expenses providing the expenses are incurred in carrying out their duties, as a Governor or representative of Warblington School, and are agreed by the Chairman of Governors that they are justified before any reimbursable costs are incurred.

Governors will be able to claim the actual costs for the following, on a case-by-case basis and with the prior approval as above.

1. Care costs for children and dependent relatives. No expenses may be claimed when care is provided by spouses, partners or other responsible persons normally resident in the family home) at actual cost up to a maximum rate of £5 per hour.
2. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
3. Car mileage in respect of Full Governing Body Meetings, committee meetings, training and other Governor duties at a rate as defined by Hampshire County Council, which does not exceed the specified rates for school personnel or the Inland Revenue Authorised Mileage Rate in force at the date of claim. The mileage for each trip must be accurately recorded and verified.
4. Other travel associated with attending national meetings or training events, at cost, but not exceeding 2nd class rail rate unless these costs can be claimed from the LEA or any other source.
5. In exceptional circumstances, taxi fares at cost.
6. Car Park charges, at cost with car park ticket.
7. Telephone charges, photocopying, stationery, postage etc; school facilities should be used where possible.
8. Governors may not be paid attendance allowance.
9. Governors may not be reimbursed for loss of earnings.