



St Matthew's Catholic Primary School

# **Governors Expense Policy**

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2024 - 2025



**Written: September 2024**  
**Reviewed: September 2025**  
**Leader: Mrs C Sime**

*Love, Learn and Shine Together with Jesus*

## **Scope & Applicability**

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditures necessarily incurred by individual governors when carrying out their duties. The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e., payment for attending meetings), or for loss of earnings. Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax. The Governing Body of St. Matthew's Catholic Primary believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community. This policy applies equally to all categories of Governor.

## **Types of allowable expenses**

Examples of where a claim may be made for incurred expenses include the following:

- Child care or babysitting - Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).
- Care arrangements for an elderly or dependent relative - costs may be claimed for situations similar to those for child care.
- Telephone charges, photocopying, stationery, etc - where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases, a detailed written record should be made and submitted.
- Travel and subsistence - where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel on the production of a receipt. If a taxi is required it will be ordered on the school's account. Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e., for meals that would not otherwise have been purchased (up to the value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt
- Special Needs - Any extra costs incurred by governors in carrying out their duties because they have special needs.
- Other- This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

## **Making a claim**

Claims should be submitted on the appropriate petty cash claim form with the receipt attached. It should not exceed £50 in line with the school's financial regulations. It should be authorised by the Headteacher and submitted to the school office for payment.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure.