

Purpose

The governing body plays a key role in the success of Greenmead Primary School. Individual governors should not be deterred from playing their full part because of incidental costs.

The Education (Governors Allowances) Regulations 1999 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the Full Governing Board meeting held on 12th March 2015 it was agreed that the following expenses could be claimed by individuals:

- childcare or babysitting (other than done by a resident and responsible person at the home address)
- care arrangements for a dependent (other than done by a resident and responsible person at the home address)
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery, etc.
- parking fees
- car travel (on receipt of a petrol station receipt)
- other travel
- meals (lunch if a meeting is arranged between the hours of 12 noon and 2.00 pm)

How can governors make a claim

Claims should be submitted on a Greenmead Petty Cash form. They should be submitted to the Clerk to the Governors who will check and authorise all claims. All claims will also be authorised for payment by the Headteacher or other authorised signatory.

Review

This policy will be reviewed every three years.