

## **KING EDWARD VI HIGH SCHOOL**

### **GOVERNORS' ALLOWANCES POLICY**

**Encouraging and supporting all our learners to  
"Be the best that they can be"**



**Approved Date September 2017**

**Head teacher**

**Mr J Christey**



**Governor**

**Mrs M Witts**



**Review Date**

**Every 3 years or as legislation changes**

## **Introduction**

The Governors of the school believe that the work done by the Governing Body is valuable and appreciated, and that it would be unreasonable for any member of the Governing Body to be out of pocket for any work carried out by any member on behalf of the school. Governors also wish to comply with the Education (Governors' Allowances) Regulations 2003. Governors will also seek to ensure equality of opportunity to serve as Governors for all members of the community.

## **Scope of reimbursement**

The following type of expenditure where reasonable will be eligible for reimbursement:

- Travel and subsistence (eg – reimbursement for meals purchased that would not otherwise have been bought)
- Child care or babysitting expenses
- Care arrangements for dependant relative
- Telephone charges, photocopying, stationery etc.
- Mileage will be paid at the same rate as for staff.
- Extra costs incurred in performing their duties either because they have special needs or because English is not their first language.

## **Excluded for reimbursement**

The following type of expenditure will not be eligible for reimbursement:

- Any 'round sum' allowances.
- Attendance allowances
- Claims for loss of earnings
- Claims for care of a dependant where care is being provided by an individual who in the normal course of events would provide this care.

## **Method of reimbursement**

Any claims for reimbursement will be made only where receipts can be provided.

Governors should fill in the relevant claim form in line with expectations for current staff.

The Chair of Governors should authorise this as being 'Duly payable' and submit to the Finance office for reimbursement.

Reimbursement should be made from the imprest account and will be paid by cheque.

