

Yeadon Westfield Infant  
School Governors' Expenses  
2020-Review 2023

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.*

**Governors give their time generously for the benefit of their school. It is recommended that each governing body adopt a clear policy for reimbursing governors' expenses, so that every governor has full access to attending meetings and training. Governing Bodies can choose whether or not to pay allowances to governors.**

- Governors should be able to claim without embarrassment
- Governors should decide for themselves whether or not to claim
- Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed)
- Governors may be reimbursed for expenses incurred whilst attending Governors' meetings, Training Courses and other meetings undertaken in the course of their duties including child care costs
- Governors cannot claim attendance allowances or for loss of earnings
- All existing governors (and new governors at their first meeting) to be given a copy of these guidelines
- The policy to be reviewed annually by the Resources Committee and any changes agreed by the full governing body

- If clarification is required, governors should refer to the DCFS publication 'Guidance on Paying Governors' Allowances' (copy available from the Governor Support Service). If this does not resolve issues, governors should raise issues at a Resources Committee meeting.

The governing body may reimburse three categories of expenditure:

**a) TRAVEL EXPENSES**

i Public Transport - reimbursement of fare upon production of ticket

ii. Car - See the latest Inland Revenue allowances.

(mileage to be in line with Leeds City Council rates]

iii. Motorbike - see DCFS guidance document for rates

iv. Taxi - reimbursement of fare upon production of receipt. NOTE taxis should only be considered if the same journey cannot be made by public transport or to ensure the safety of a governor  
The Governor Support Service has a scheme to provide free taxi transport for

governors with disabilities. Contact the GSS for more details.

**b) CHILDCARE OR DEPENDENT RELATIVE CARE**

Subject to a maximum per family per session, and on production of a receipt (or signed proforma - see attached) to prove that expenditure has taken place (£15 maximum is suggested)

**c) CLERICAL EXPENSES (stamps, envelopes, photocopying etc)**

As required, but subject to proof of purchase (e.g. till receipt)

**ANY OTHER REASONABLE REQUEST**

Any other reasonable request to be considered by the Resources Committee **prior** to reimbursement, subject to the necessary proof of purchase. The Resources Committee should be contacted before expenditure is incurred.

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor) and proof that expenditure has occurred (receipt or signature of babysitter/carer).

**HEADTEACHER**

The Headteacher commits the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

**FINANCE**

Governor expenses should be met from the school's delegated budget.

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**\_Yeadon Westfield Infant School Governing Body**

**GOVERNORS' EXPENSES CLAIM FORM**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

I WISH TO CLAIM £\_\_\_\_\_ (PLEASE INSERT AMOUNT TO BE CLAIMED AND TICK APPROPRIATE BOXES)

**1. TRAVEL EXPENSES**

Bus Ticket – please attach bus ticket

Mileage for car – please list mileage incurred and cc of vehicle

Mileage \_\_\_\_\_ cc of car \_\_\_\_\_

Mileage for motorbike – please list mileage incurred and cc of vehicle

Mileage \_\_\_\_\_ cc of car \_\_\_\_\_ - please attach fuel

VAT receipt pre-dating the first claim of each month

Taxi fare – please attach receipt

**2. CHILD CARE / DEPENDENT RELATIVE**

Please request babysitter / childminder to sign and date below, and insert amount to be claimed above.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. CLERICAL EXPENSES**

Please list below the items purchased, and attach a receipt to this proforma

\_\_\_\_\_

**4. OTHER**

Please provide details of claim and proof of expenditure

I CERTIFY THAT \_\_\_\_\_ (INSERT NAME OF GOVERNOR CLAIMING)

ATTENDED A MEETING ON \_\_\_\_\_ (date)

\_\_\_\_\_ Chair of the Meeting/Course Tutor (please print name)

\_\_\_\_\_ Signature of Chair/Course Tutor

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

\_\_\_\_\_ Headteacher (please print name)

\_\_\_\_\_ Signature of Headteacher

\_\_\_\_\_ Date

I CERTIFY THAT I HAVE RECEIVED \_\_\_\_\_ (AMOUNT) IN RESPECT OF GOVERNORS' EXPENSES

\_\_\_\_\_ Claiming Governor (please print name)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER TOGETHER WITH ANY SUPPORTING RECEIPTS RECEIVED