



Regents Park Community College

Governors Expense Policy



Governors' Expenses Policy

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

Regents Park Community College 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.

From 1st April 2007, all governors of Regents Park Community College will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or governor training sessions, as approved in advance by the Chair of Governing Body as follows:

1. Childcare or baby sitting expenses (excluding payments to a current/former spouse/partner or relative).
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse/partner or relative).
3. The cost of travel from their home or place of work (as appropriate) by the least expensive means possible i.e public transport or use of own car as appropriate. For this purpose, travel by private car will be allowable at 20p/mile (maximum 10 miles in connection with any one meeting, except training sessions where the limit will be 20 miles) to cover petrol costs only.
4. Governors will also be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
5. The cost of stationery, with the exception of Point 6, photocopying, postage and telephone calls are not allowable Governors can use the school's reprographics service for governing body business; further assistance with office services can be sought from the F&BS Office, subject to the other demands on staff time.
6. Each Governor may request 1 ream (500 sheets) of white paper and claim for 1 black ink cartridge for the use of printing out Governing Body meeting papers per financial year.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the Business Manager), attaching receipts (full VAT and timely receipts as required for fuel) and return it within two weeks of the date when the expenses were incurred, when they will be submitted for approval by the Chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The total amount of governor's expenses paid during the year will be reported to the GB Resources Committee.