



# Heathfield School

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## POLICY OR DOCUMENT

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### GOVERNORS' EXPENSES

#### Part 1: Governors' Expenses Policy

Policy By: June Goble  
Date: February 2017

Signed: *June Goble*  
Chair of Governors

To be reviewed: February 2018

The Governing Body has the discretion to approve payment of certain expenses which Governors incur in carrying out their duties. Expenses are paid from the school budget. The payment of allowances in specific categories, as set out below, is important in ensuring equality of opportunity for all members of the community to serve as governors and as such is deemed an appropriate use of school funds.

Governors of Heathfield School are encouraged to claim for expenses in the following categories, providing that said expenses are incurred solely whilst carrying out duties as governor or representative of Heathfield School:

- The cost of travel relating to travelling to meetings or training course **at the specified Inland Revenue rate.**
- Childcare payments or cost of care arrangements for any other dependent relative (excluding payments to a current or former spouse or partner)
- Travel and subsistence costs associated with attending national meetings or training events, payable at the rates currently specified, unless these costs can be reclaimed from the LA or other source.
- Telephone charges, photocopying, stationery and postage costs.
- Extra costs incurred in performing their duties either because they have special needs or because English is not their first language.
- Any other justifiable allowances approved in advance by the Governing Body.

It should be noted that Governors may not be paid an attendance allowance and may not claim for loss of earnings.

Claim forms are available from the Clerk to the Governors or from the school office and should be submitted, with receipts where possible, within one month of the date when the expenses were incurred. Claims may be presented to the Resources Committee for approval and may be subject to independent audit

Any excessive or inconsistent claims will be investigated by the Chair of Governors.

### **Other expenditure**

Any Governor leaving at the end of their term of office – or after a shorter period at the discretion of the Chair of Governors – may be offered a token of appreciation from the school. This is to take the form of a memento such as paperweight or goblet engraved with the school logo and the dates of office of the Governor, up to the value of £25 or as agreed by the full Governing Body. Any additional spending, such as wedding gifts or bouquets of flowers, is at the discretion of the Governing Body and is to be funded by the Governors themselves. Additional purchases using school funds are not permitted.