



Governor Expense Policy

Equality at Merdon Junior School Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

Name of Headteacher:	T. Johnston
Date Policy approved and adopted:	July 2025
Date Due for review:	July 2026

Merdon Junior School

Governor Expenses Policy

Status

Statutory (unless the governing body has elected not to pay expenses). Merdon Junior School has elected to offer to pay governor out of pocket expenses.

Purpose

The governing body plays a key role in the leadership and management of the school. It is acknowledged the time and effort they put in on a voluntary basis. Individual governors should not be deterred from playing their full part because of incidental costs.

Equality impact

This is referenced to the school's general duty on equality, and should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

Role and responsibilities of governors

The School Governance (Roles, Procedures and Allowances) (England)

Regulations 2013 allow maintained schools to pay governors' expenses from the schools' delegated budgets. All governors will be entitled to claim the actual costs they incur attending meetings of the governing body, its committees' associated work or Hampshire County Council Education service governor training sessions. At the full governing body meeting held on 9 May 2017 it was agreed that the following expenses could be claimed from 9 May 2017. These were reviewed, but not changed in December 2018:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of no more than £7.50 per hour
- care arrangements for a dependent (as above) at a rate of £7.50 per hour
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (translations)
- car travel at 45p per mile – where necessary and if transport cannot be shared. A **VAT** fuel receipt dated **before** the date of travel must be provided
- other travel after prior approval from the Chair.
- the cost of stationery, photocopying and postage is allowable but every effort should be made to use the school facilities in the first instance. It is not anticipated this will be a necessary expense.

Governors seeking to make a claim, should complete the attached form and **MUST** attach receipts. This should be submitted as soon as possible after the expenditure for approval by the Chair of Governors, whereupon payment will be arranged.

Expenses must be claimed during the academic term in which they are incurred using the attached form. Authorisation of expenses by the Chair of Governors will take no longer than 2 working weeks and authorised claims will be paid (by cheque or cash) within 4 weeks of authorisation.

Governors may not claim for: loss of earnings; meals; or for travel expenses to meetings held at the school unless travel from a different site is necessary

GDPR

As per our data protection policy, personal data shall be kept in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. Any records will be retained for no longer than 6 years.

Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy every two years with reference to the attendance records of governors at meetings and to the total sum paid out.

Evaluation and Review

Date Published:	July 2025
Date of Ratification by Governing Body:	July 2025
Date for next review:	July 2026
Comments	New policy July 2025

System for Processing and Authorising Claims:

1. Complete this claim form
2. Email to Chair of Governors for approval
3. Chair will sanction and response to the claimant and forward to the school office
4. Payment will be made from Petty Cash or a cheque
5. Receipts should be handed in at either Federation school office
6. Authorised claim form and receipts to be kept for audit purposes

Name	
Nature of Claim	
Date(s) of costs incurred	
Travel costs (either by public transport or personal transport - miles @ 45p per mile)	
Cost and nature of materials	
Cost of care (£7.50 per hour)	
Other	
TOTAL CLAIM	
Authorised by and date:	