



The Orchard Vision: *Inspiring Success*
Values: *Determination, Courage, Respect*

The Orchard Governors' Allowances and Expenses Policy 2023

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 (Available here: [The Education \(Governors' Allowances\) \(England\) Regulations 2003 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uk/2003/1100)). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain expenses which they incur in carrying out their duties.

Although there are very limited funds available, The Orchard School Governing Body believes that paying Governors' expenses, in exceptional circumstances and for specific activities as set out below, is important in ensuring that all members of the community have an equal opportunity to serve as a Governor. However, as a Governing Body, we also aim to proactively avoid the need for expenses to be incurred by focusing on cost saving activities such as sharing cars to meetings, hosting meetings in Governor's homes, etc.

All Governors of The Orchard School will be able to claim allowances if the expenses are:

- incurred in carrying out their duties, as a Governor or representative of The Orchard School and
- agreed by the Chair - that they are justified - before any reimbursable costs are incurred

Governors will be able to claim for the following, on a case by case basis, and with the prior approval of the Chair:

- The cost of travel for journeys, at a rate of 45 pence per mile (unless these costs can be claimed from the LEA or other source). Expenses are only available for journeys over 20 miles from home and only relating to travel to meetings or training courses related to the Governor's role.
- Any other reasonable expenses will be considered. Although please note there are limited funds available, therefore applications should be made in exceptional circumstances only.

Governors will not be paid attendance allowance nor reimbursed for loss of earnings.

Any payments will be made from the school budget:

Governors wishing to make a claim, once prior approval has been sought (by sending an email request to the Chair), should complete a claims form (obtainable from the Head), attaching receipts and return it to the Head within two weeks of the date when the expenses were incurred.

Claims may be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

This policy will be reviewed annually

Last reviewed: November 2023

The Orchard School
Governors' Expense
Claim Form

Name:	
Address:	
Date of Claim:	
Date/s of Expense:	
Expenses Claimed (give details):	Amount in £
_____	_____
_____	_____
_____	_____
TOTAL EXPENSES CLAIMED:	
Expenses Approved by (Signature):	
Expenses Approved by (Print Name):	
Date Payment received Cash/Cheque No:	
Claimant Signature (on receipt of expense):	
<i>Please attach all receipts relating to claim. Claims may not be accepted without valid receipts. Please submit this form to the Environment Chair</i>	