



ODST
Oxford Diocesan
Schools Trust

Bampton CE Primary School and Nursery

Learning together with Respect, Friendship and Perseverance



School Vision Statement

We endeavour to enable all individuals in our school community to learn together, grow in respect, tolerance and understanding of the world in which we live and embrace Christian values, to be the best that we can be.

Title of Policy	Governor Expenses Policy
Date Adopted by the Governing Body	March 2023
Review Date	March 2025
Signed by the Chair of Governors	

Governors Allowances & Expenses

Introduction

This policy outlines the purpose and management of the Governors Allowances & Expenses.

The school policy for Governors Allowances & Expenses has been drawn up as a result of discussion and reflects the consensus of opinion of the whole governing body.

The implementation of this policy is the responsibility of all the governors.

Aims

- To allow governors to access identified training opportunities in order to support the development of their role as school governor.
- To ensure the role of school governor is fully inclusive and remove any financial barriers to fulfilling the role.

Expenses

Bampton CE Primary School and Nursery Governors are encouraged to attend identified training opportunities in order to allow them to fulfil their role to the best of their ability. Training courses and opportunities must be agreed by the FGB as part of the school improvement plan and the cost of the training approved by the finance committee.

Governors wishing to claim for training expenses must complete a governor expense form which will be signed off by the finance committee or full governing body. The costs of all training (and incurred travel costs) will be met from the school CPD budget. Travel expenses are paid at the rate of 45p per mile. Payments for approved expense claims will be paid by BACS in arrears. Claims must be submitted prior to the next available meeting. All claims must be settled within the academic year in which they arise. There is no scope for settling back dated claims.

While it is not compulsory for governors to have business insurance in order to make a claim, we advise that individuals seek advice from their individual car insurers before undertaking travel in their role as governor.

Governors must seek prior agreement from the Chair of Governors before incurring any additional expenses whilst undertaking their role, for which they wish to make a claim.

Printing or photocopying can be done through the school office to avoid personal costs to governors for governor related business.

Governor Mileage & Expenses Form

Section [A] - ALL SECTIONS MUST BE COMPLETED									
Name		School	Bampton CE Primary School	Employee No	Month				
Section [B] - ALL SECTIONS MUST BE COMPLETED									
User Type [tick one]	Casual	Essential	Mileage Rate	Car Make & Model	Engine Size [cc]	Registration Number			
Section [C]									
Date	Cost Code [if different to main cost code]	Journey Start Location	Journey End Location	Business Miles Claimed	Private Miles Claimed	Expenses *	Purpose of Journey/Expenses		
TOTALS									
Governor Signature and Date				Authorised Chair of Governors/Head of Finance Governor Certified					
SBM Signature and Date processed				Headteacher signature and date					

*VAT RECEIPT MUST BE ATTACHED OR TAX WILL BE DEDUCTED FROM EXPENSES