THE FEDERATION OF NETLEY ABBEY INFANT AND JUNIOR SCHOOL

PAYMENT OF GOVERNORS EXPENSES POLICY

September 2026
Federation Headteacher Rosie Earle

Chair of Governors:Alex Mc Leonards

Review Cycle	Every 3 years
Policy prepared by/Reviewed by	Fed HT/SBM
Committee responsible	FGB
Statutory/Discretionary/School	Statutory
Date of latest FGB approval	Sept 2026
Date of next review by FGB	Sept 2029

Status

Statutory (unless the governing body has elected not to pay expenses)

Purpose

The governing body plays a key role in the leadership and management of the school. At The Federation of Netley Abbey Infant and Junior Schools the principle to be adopted is that no Governor should be out of pocket for expenses incurred directly in the execution of Governor duties. 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 school's delegated budget. At the full governing body meeting held on 7th February 2023 it was agreed that the following expenses could be claimed:

- support for governors with special educational needs (e.g. audio equipment)
- telephone charges,
- photocopying, stationery (where not available from school).
- car travel will be in line with the rates recommended by Hampshire County Council.

Claims for the below will not be reimbursed:

- childcare or babysitting
- care arrangements for a dependent
- loss of earnings

All claims for allowances must be fully justifiable and be presented to the school office in a written format.

A VAT receipt must be supplied for all claims and in the case of travel this must be dated on or before the date of travel.

Arrangements for monitoring and evaluation

The Finance committee will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.