



Governors Expenses Policy

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Version	Author	Date	Changes
0.1	SLT	5-10-2016	Pre-Edited Document
1.0	JFE	7-10-16	Minor Correction

Achieving excellence together

Aldridge School An Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share in this commitment.

Governors' Expenses Policy

The Governing Body seek to ensure an inclusive approach in which reasonable expenses can be reimbursed to meet the costs of undertaking work on behalf of the Governing Body, or at the discretion of the Chair, to enable attendance at meetings, including as follows:

Travel Assistance:

A mileage allowance at the current rate.

Claims are only admissible if the Governor has actually made the journey claimed as a result of approved attendance or at the discretion of the Chair.

Governors should share transport whenever possible to minimise costs.

Travel by taxi is not reclaimable, except in exceptional circumstances, but mileage or equivalent bus or rail fare may be claimed instead.

Administration

All claims certified by the claimant to be passed to Mr James Fendek, School Business Manager, Finance Department, Aldridge School.

Mr Fendek is responsible for:

- 1) Verifying entitlement to claim via the Chair
- 2) Affirming that the claim is reasonable
- 3) Certification of the claim and forwarding to the Finance department for payment.
- 4) Maintaining a record of claims which enables the Governing Body to:
 - a) exercise budget control
 - b) meet its obligations to publish statutory information about expenditure on Governors expenses.

This policy to be reviewed annually at the first meeting of the full Governing Body each academic year.