



Symphony Learning
TRUST

Governors' Expenses Policy V1

Members of a school's governing body are all volunteers. They give their time, expertise, skills, enthusiasm and support for the benefit of the pupils, staff and parents of the school with which they are linked. Their effectiveness is improved and increased through training and meetings with others in similar situations.

They take on a wide range of important responsibilities and make important decisions about the education of the children with which they are linked.

It is accepted that, in fulfilling these responsibilities, Governors will sometimes incur expenses, and that it is reasonable to offer to reimburse Governors appropriately.

There are several elements to expenses incurred by members of governing bodies, such as:

- fees for course attendance;
- travelling expenses to and from training courses and meetings away from the school site;
- travelling expenses when attending meetings on the school site;
- reasonable subsistence expenses when attending meetings, courses or similar activities
- costs of childcare for the duration of courses, meetings, etc.

The policy on the claiming of expenses by governors

As there is a limited allocation within the schools' budgets to cover expenses incurred by members of the governing body, it is left to the discretion and choice of each governor to consider his/her own circumstances when deciding whether or not to make a claim for reimbursement of expenses.

An expenses claim must be counter signed by the Chair of Finance, or in the case of the Chair of Finance, the Chair of Governors.