

THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

FEDERATION: POLICY REGARDING THE PAYMENT OF GOVERNORS EXPENSES

All governors of the FEDERATION are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor of The FEDERATION and are agreed by the Business Committee under Finance, that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Management Committee:
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
 - Travel and subsistence costs, (food and non-alcoholic drinks only) payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.
 - Note that telephone access, photocopying, stationary, postage can be provided at KSSS.
 - Any other justifiable allowances agreed by the Business Committee.

The Management Committee at The FEDERATION acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims for expenses, under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from The School's Office at KSSS) attaching receipts and petrol receipts and return to school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Management Committee or Chair of the Business Committee to be presented to the Finance section of the Business Committee (which meets per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Management Committee (or by the Bursar in respect of the Chair of Management Committee) if they appear excessive or inconsistent.

This policy is to be reviewed annually in October.