Castle School Governors Expense and Out of Pocket Reimbursement Policy

Castle is an inclusive school, and welcomes governors from all parts of the community. This expenses policy is designed to ensure all Governors are able to attend meetings and contribute fully to the governance of Castle School while recognising that the school operates on a budget that is focused on addressing the educational needs of the students.

1   Governors of the school may, at their own choice and discretion, be reimbursed reasonable expenses incurred through their work as members of the Governing Body. Claims may be made in respect of full governing body meetings, meetings of committees, attendance at governor training events and any other activities approved by the chair whether at school or elsewhere.

2   Categories of expenditure eligible for reimbursement include:

- Travel - private car (@ public sector rate, currently £0.45 / mile), parking, public transport, taxi;

- Subsistence – meals or other refreshments incurring necessary expenditure whilst on governors' business reimbursed at cost;

- Home support (childcare, other dependent care arrangements);

- Stationery / communications (telephone, photocopying, remote meeting attendance costs such as Skype / internet);

- Support with special sensory or other needs (where otherwise claimant could not participate in an event).

Expenses falling outside these categories will only be approved with the prior agreement of the chair.

3   In incurring expenses, governors are expected to ensure they make use of the most economical options available to support their participation in governor-related events.

4   Claims, to a maximum value of £20 per meeting, should be supported by physical receipts and submitted to the school office having been authorised by the chair or his / her deputy.

5   Expenses in excess of £20 per meeting cannot be reimbursed without prior approval of the chair of governors or his / her nominated deputy and may be agreed on a case by case basis up to a maximum of £50.

February 2014; reviewed Oct 2015: reviewed Oct 2016: reviewed Oct 2018 reviewed Oct 2019 reviewed Oct 2020 reviewed Oct 2021