



## Chertsey and Dorking Nursery Schools

### GOVERNOR EXPENSES POLICY

#### 1. Aims

The Governing Body agrees that it is appropriate to pay reasonable allowances from the school's delegated budget to cover costs that governors incur when carrying out their duties. By adopting this policy, the Governing Body aims to ensure a fair and consistent approach to reimbursement so that no member of the community is prevented from serving as a governor due to a barrier, such as travel or child care.

#### 2. Legislation and guidance

This policy is based on The School Governance (Role, Procedures and Allowances) (England) Regulations 2013, Part 6, and the DfE Governance Guide for Maintained Schools.

Travel by private vehicle will be reimbursed at a rate not exceeding HMRC's approved mileage rates.

#### 3. Eligible expenses

Governors may claim allowances to cover expenditure necessarily incurred to enable them to perform their governance duties. Governors may raise additional costs incurred with the Executive Headteacher or Chair of Governors when they are appointed or circumstances change.

Reimbursable costs should be agreed *in principle* by the Executive Headteacher or Chair of Governors before they are incurred.

#### 4. Procedure for claiming expenses

- Claims must be made using the Expenses Claim Form and submitted to the School Business Manager (SBM) or Bursar, with receipts attached. A copy of the form can be obtained from either school office.
- Reimbursable costs should be agreed in writing in advance by the Chair or Executive Headteacher, where required.
- A governor must not approve their own claim. Once approved, payment will be made within 30 days via BACS.
- The Chair may investigate claims that appear excessive or inconsistent. All claims are subject to independent audit. Where a claim is found to be excessive, unreasonable or false, the governor may be required to repay the expenses.

**Approved by the Governing Body:** March 2026

**Revised:** March 2027

Relevant for:-

<b>Nursery:</b> Yes
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<b>Parents:</b> Yes
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