



# Marston Moreteyne VC School

## Policy for Governor Expenses

January 2023

Whilst it is appreciated that any voluntary role will result in some financial expenditure for the volunteer, the Governing Body are concerned to ensure equality of opportunity and to this end have put together the following guidelines.

- Each governor will be entitled to claim up to £50 expenses in any one financial year. Any additional expenditure would need to be considered by the Full Governing Body
- All claims must be substantiated through written documentation (receipts, itemised bills etc.).
- All claims must be submitted to the Chair of Governors, Vice-Chair or Headteacher for their approval prior to processing.
- The Responsible Governor will monitor the payment of any claims at their monthly meetings with the Finance and Personnel Controller.
- If there is uncertainty regarding the validity of a claim for payment the matter must be discussed and agreed by the Chair or Vice-Chair of Governors or the Headteacher before any payment is made. Where there is disagreement then the claim should be decided by the Governing Body.

**Reviewed: January 2023**