Leigh Primary School

The Green, Leigh, Tonbridge, Kent TN11 8QP
Telephone/Fax: 01732 832660

Governor Expenses

LEIGH PRIMARY SCHOOL

POLICY ON REIMBURSEMENT OF GOVERNORS' EXPENSES

Rationale

The Governing Body is determined to secure governors of the best possible calibre to serve the school and believes that no one should be deterred from becoming a governor because they are likely to be out of pocket through performing their duties.

Reimbursement of Expenses

The governing body will pay for expenses for baby sitting up to a maximum of £7.50 per hour for performance of duties as a governor of Leigh Primary School. This should be reimbursed by the school on production of a claim form and receipt within 14 days of the expenditure being incurred.

Governors may claim for travel expenses incurred travelling to and from governor training. These will be paid at the KCC rate operational at the time. No other expenses will be reimbursed.

https://www.kelsi.org.uk/hr-information-and-guidance-for-kent-maintained-schools/information-for-staff-in-kent-maintained-schools/mileage

	Signed	Date
Approved by Governing Body	Governing Body	15/07/26
Chairman of Governors	Dave Dorrell	15/07/26
Co-Headteachers	Jenna Halfhide and Joanne Shobbrook	15/07/26

LEIGH PRIMARY SCHOOL
GOVERNORS EXPENSES CLAIM FORM

Full Name	
Home Address	

Date of Meeting	No of Hours/travel Claimed	Total Amount Claimed

Signed	Date

Certified correct and £ due for payment

Signed	Date
Chair of Governors / Headteacher	