

WATFORD GRAMMAR SCHOOL FOR BOYS



GOVERNOR REMUNERATION & EXPENSES POLICY

Headmaster's signature

24/1/18

A handwritten signature in black ink, appearing to be 'I. J. ...', written over a faint horizontal line.

Chair of Governors' signature

24/1/18

A handwritten signature in black ink, appearing to be 'Paul ...', written over a faint horizontal line.

Extracted from the WBS Financial Procedures Manual

7.7 Trustee Remuneration & Expenses

- 7.7.1 Governors provide a voluntary service, and cannot be paid for their role as a governor. They can, however, receive out of pocket expenses. This may include reasonable expenses to cover travel costs incurred as a result of fulfilling their role as a Governor.
- 7.7.2 Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a Governor. This does not include payments to cover loss of earnings for attending meetings.
- 7.7.3 Travel expenses must be at a rate not exceeding the staff travel rate as outlined in 4.6.2. and should be claimed following the same procedures as staff travel claims. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.