



Let your light shine

Governor Allowances Policy

All governors and associate members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing board and its committees, undertaking governor development and otherwise acting on behalf of the governing board. N.B. Governors may not claim for actual or potential loss of earnings or income. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

CRITERIA FOR CLAIMS

- All claims must be submitted to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. public transport tickets, phone bills, taxi receipts, till receipts.
- In the case of telephone calls, an itemised phone bill should be provided, identifying relevant calls.
- Allowance for travel cannot exceed the Inland Revenue authorised mileage rates.

ELIGIBLE EXPENSES

- Care arrangements for children (child care or babysitting expenses), where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Extra costs involved either because there is a special need or because English is not the first language
- Telephone calls, postage, stationery, photocopying
- Travel
- Subsistence
- Any other justifiable allowance

ALLOWANCE RATES

EXPENDITURE	RATES PAYABLE
Care Arrangements	Actual costs incurred, up to a maximum of £20
Support for Special Needs	Extra costs incurred as a result
Support if English not 1st language	Extra costs incurred as a result
Telephone, Postage etc.	Actual costs incurred
Travel - Mileage	At Inland Revenue Mileage Rate: 45p per mile for cars and vans and 24p per mile for motorcycles.
Travel - Public transport	Actual costs incurred for second-class fares. For travel by taxi cost must not exceed £10 per journey.
Subsistence	If additional expenses incurred because work as governor requires taking meals away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Policy Adopted October 2020.

This policy will be reviewed annually by the Full Governing Body.