

PAYING GOVERNORS' ALLOWANCES

Introduction

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.

Financial Systems

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

Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements for children (childcare 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 or photocopying.
- Travel
- Subsistence
- Any other justifiable allowance

Allowance Rates

Rates at which allowances are payable is as follows:



Expenditure	Rates Payable
Care Arrangements	Actual costs incurred, up to a maximum of £11.44 per hour
Support for Special Needs	Extra costs incurred as a result
Support if English is not first language	Extra costs incurred as a result
Telephone, postage etc	Actual costs incurred
Travel – Mileage	In accordance with the Inland Revenue Authorised Mileage Rates https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances
Travel – Public Transport	Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second class fares. For travel by taxi, the cost must not exceed £10 per journey
Subsistence	If additional expenses are incurred because work as a governor required taking meals away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

The governing board may vary these rates to meet their particular circumstances. It is suggested that rates for Care arrangements are in line with current living and minimum wages. <https://www.gov.uk/national-minimum-wage-rates>

Review.

These rates must be agreed at a Full Governing Body meeting. The policy will be reviewed annually by the Governing Board.

Reviewed and Agreed at the Governing Board meeting held on 21st November 2024

