

# 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 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, car parking, taxi or till receipts.
- ***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, photocopying
- Travel
- Subsistence
- Any other justifiable allowance

## ALLOWANCE RATES

Rates at which allowances are payable are as follows:

| EXPENDITURE                                     | RATES PAYABLE  |
|---|--|
| <b>Care Arrangements</b>                        | Actual costs incurred, up to a maximum of [*£8.25]   |
| <b>Support for Special Needs</b>                | Extra costs incurred as a result   |
| <b>Support if English is not first language</b> | Extra costs incurred as a result   |
| <b>Telephone, Postage etc.</b>                  | Actual costs incurred  |
| <b>Travel - Mileage</b>                         | In accordance with the Inland Revenue Authorised Mileage Rates <a href="https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances">https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances</a> |
| <b>Travel - Public transport</b>                | 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.   |
| <b>Subsistence</b>                              | If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) 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 the current Living and Minimum Wages. <https://www.gov.uk/national-minimum-wage-rates>

For travel by taxi a maximum cost per journey could be set.

These rates must be agreed at a full governing body meeting.

## REVIEW

This policy will be reviewed annually by the Governing Board.

Reviewed and **AGREED** at a Governing Board meeting held on 10 November 2021, Minute 5.1.1