

Combe St Nicholas C of E VA Primary School

Name of Policy	Governor Allowances Policy	
Approved by GB - Date	11 th May 2020	
Next Review Date	10 th May 2021	
Committee Responsible	Full Governing Body	

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

"That they may have life, life in all its fullness"

John: Chapter 10 Verse 10

Overview

Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Governing Body.

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows

- Telephone calls and postage
- Travel
- Subsistence
- Care arrangements

Child care or baby-sitting 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 – receipts should be provided

Allowance Rates

Rates at which allowances are payable are as follows:

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with current authorised rates – for guidance speak to School Business Manager.

For 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 £40 per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals away from your school area, reimbursement will be made for the food and non-alcoholic drinks bought on the day claimed.

Care Arrangements: Actual costs incurred, up to a maximum of £7.50 per hour

Criteria for Claims

- All claims must be submitted to the Chair of Governors within one month of the expenditure being incurred (except for telephone calls) for authorisation. Once agreed claims will be forwarded to the Head Teacher.
- Receipts must be supplied to support claims for reimbursement, eg., bus ticket, phone bill, taxi receipt, till receipt, child care invoice or receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme

The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a Full Governing Body meeting.