Governors' Allowance Policy

Date of Policy: March 2023

Review Date: March 2024, March 2025, March 2026

Review Period: Annually

Signed by: Chair of Governors Date March 2025

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its Committees, undertaking governor development and otherwise acting on behalf of the Governing Body
2. Governors may not claim for actual or potential loss of earnings or income.
3. All Governors (and any Associate Members) are eligible to claim allowances in accordance with this scheme

Eligible Expenses

4. Categories of eligible expenditure are as follows:
    - 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
    - Telephone calls and postage
    - Travel
    - Subsistence

Allowance Rate

5. Rates at which allowances are payable are as follows:-
    - Governors will be able to claim for the following, on a case-by case basis and with the prior approval of the Chair of Governors;
    - Care arrangements: Actual costs incurred up to a maximum of up to five hours at an hourly rate agreed with the chair
    - Telephone calls and postage: Actual costs incurred
    - Travel rates: Car use – 0.42 pence per mile
    - 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 or private hire vehicle, the cost of the journey must not exceed the rates set by the licensing authority
    - Subsistence – to be claimed by the Governing Body

Criteria for Claims

6. All claims must be submitted to the Headteacher on the appropriate form within one month of the expenditure being incurred (except for telephone calls)

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7. Receipts must be supplied to support claims for reimbursement, eg bus ticket, phone bill
8. In the case of telephone calls, an itemised phone bill should be provided

Financial Systems

9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme. This includes making payments using cash or cheque and not using personal debit or credit cards.

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