

Greenleys Junior School



LEARNING *for* LIFE

Governor Allowances Policy

Date of Approval:	8 November 2018
Date of Next Review:	November 2019
Signed: Executive Headteacher	M Talbot
Signed: Chair of Governors	M Hall

Greenleys Junior School

Scheme for paying Governors' Allowances

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

Eligible expenses

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

Allowance Rates

5. Rates at which allowances are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum of £7.05 per hour

Telephone Calls and postage: Actual costs incurred.

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p per mile for motorcycles.

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 £10.00 per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the school area, reimbursement will be made for food/drink items bought on the day claimed.

Criteria for Claims

6. All claims must be submitted to the head teacher within one month of expenditure being incurred (except for telephone calls).
7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
8. In the case of telephone calls, an itemised phone bill should be provided, identifying relevant calls.

Financial Systems

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