

## SCHEME FOR PAYING GOVERNORS' ALLOWANCES

**Date of policy:** May 2015

**Policy developed by:** Paul Batchelor, North Nibley Governors

**Review date:** May 2019

The procedures described in this policy demonstrate the school's vision and Christian values in action by:

- *Encouraging all to contribute* and ensuring that financial insecurity is no barrier to the ability of a Governor to participate.
- Recognising that governors should be *respected* for the time and energy they put into the *service* of our school.
- Recognising that Governors should not make a financial loss as they discharge their duties. In this manner school is seen to act *justly*.

1. The Governors of North Nibley C of E Primary School have decided upon the following;

- That the term 'governor' shall apply equally to full, co-opted and associate governors.
- 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:
- Governors may not claim for actual or potential loss of earnings or income.
- All governors are eligible to claim allowances in accordance with this scheme.

### 2. Eligible Expenses

Categories of eligible expenditure are as follows:

- 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; Telephone calls and postage
- Travel
- Subsistence

### 3. Allowance Rates

Rates at which allowances are payable are as follows:

Care Arrangements:	Actual costs incurred, up to a maximum of £5* per hour
Telephone Calls and Postage:	Actual costs incurred.
Travel Rates:	In accordance with the Inland Revenue Authorised Mileage Rate, which is 40p per mile for cars and vans and 24p 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*] per journey.
Subsistence:	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 Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.

## **5. 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. bus ticket, phone bill, taxi receipt, till receipt.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## **6. Monitoring (Financial Systems)**

The school's normal systems for authorising and processing payments will apply to claims made under this scheme. Expenditure will be monitored by the Finance and Premises Committee under their normal monitoring arrangements.

## **7. Review**

This policy will be reviewed in 2019 (Once in every 4 years ensuring that it is reviewed once in each Governor's 4 year term of office)

Signed .....

Chairman of Governors