

SCHEME FOR PAYING GOVERNORS' ALLOWANCES

Date of policy: May 2019

Policy developed by: Paul Batchelor, North Nibley Governors

Review date: May 2023

*Our vision is to inspire and celebrate
learning, achievement, faith and fun.*

Ours is a school that works in partnership with the community to enable and equip each child to live life to the full*, reflecting the Christian values of our foundation.

* The gospel of John, 10:10

We will realise our Vision by:

- **providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute**
- **encouraging participation and a love of learning by offering experiences full of opportunity and creativity, so that every child fulfils their academic potential**
- **demonstrating, as a church school, our Christian values in action**
- **pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all**

Our School Vision was drafted in 2014, the school's 250th year, incorporating the ideas and priorities of children, staff, parents, governors and the wider community.

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;

- In the application of this policy, that the term 'governor' shall apply equally to full governors, co-opted governors and associate members.
- 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, as follows:

- cars and vans: 45p for the first 10,000 business miles in the tax year, then 25p for each mile over 10,000;
- motorcycles: 24p per mile; and
- bicycles: 20p 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 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 2023 (Once in every 4 years, ensuring that it is reviewed once in each Governor's 4-year term of office)

Signed,

Chair of Governors