



Thorner's Church of England VA Primary School **Scheme for Paying Governors' Allowances**

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 DCC authorised rates - currently 12p 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 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 £5 per hour

Criteria for Claims

- All claims must be submitted to the head teacher within one month of the expenditure being incurred (except for telephone calls)
- 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

See attached claim form for governors.

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date agreed by Finance & Premises Committee: April 2014

Date adopted by Governing Body: April 2014

Date to be reviewed: April 2019

THORNER'S CE VA PRIMARY SCHOOL
GOVERNOR ALLOWANCES CLAIM FORM

Governor Name _____

Address _____

Telephone Number _____

Mileage Claim

Car Details: Make & Model _____ CC _____

Reg No _____

Journey Date	From	To	Purpose of Journey	Miles

Subsistence/Expenses Claim (please supply receipts)

Date	Type of Subsistence/Expenses	Reason	Cost

I certify that the above expenses were incurred in connection with my duties as a school governor.

Signed: _____ Date: _____
(Claimant)

Checked and authorised: _____ Date: _____
(Chair/Clerk – delete as appropriate)