

WEST DEAN C OF E PRIMARY SCHOOL

GOVERNORS ALLOWANCES POLICY

Policy Review Information	
Reviewed By	Finance Committee
Ratified By	Governing Body
Review Frequency	5 years
Policy Reviewed and Agreed	March 2019
Next Policy Review Due	Spring 2024

West Dean CE Primary School
Payment of Governors Allowances Policy

We believe that the Governing Body plays a vital role in the success of the school. Individual Governors should not be deterred from playing their full part because of incidental costs.

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 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 to locations other than West Dean School
 - . Subsistence
 - . 1 ream of paper per person per year
 - . Reimbursement for printing ink

Allowance Rates

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

Care Arrangements: Actual costs incurred, up to a maximum of £10 per hour

Telephone calls and postage: Actual costs incurred

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 51p per mile for cars and vans, 35p per mile for motorcycles and 37p per mile training rate – further information may be obtained from the School Office.

. 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 without prior agreement.

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.

Criteria for Claims

6. All claims must be submitted to the Business Manager on the attached form within one month of the 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 the relevant calls.

Financial Systems

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