



# ST. NICHOLAS SCHOOL CHILD OKEFORD

## A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

### MISSION STATEMENT

**Be the best you can be!**

*I can do all things through God who strengthens me.*

*Philippians 4:13*

Every voice heard, every day a new chance, everyone exploring opportunities.

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# SCHEME FOR PAYING GOVERNORS' ALLOWANCES

Based on an example from Buckinghamshire County Council (provided by Dorset Council Governor Services) and reproduced with permission. The school will provide an expenses claim form for governors.

### POLICY SUMMARY

*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. All governors and associate members are eligible to claim allowances in accordance with this scheme.*

DATE ADOPTED  
September 2013

REVISION NUMBER  
4

LAST REVIEW  
January 2020

NEXT REVIEW  
January 2022

## 1. Overview

- (1) 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.
- (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.

## 2. Eligible expenses

Categories of eligible expenditure are as follows:

- (i) telephone calls, postage and printing;
- (ii) travel;
- (iii) subsistence; and
- (iv) 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.

## 3. Allowance rates

(1) Rates at which allowances are payable are as follows:

- (i) Telephone calls, postage and printing: actual costs incurred.
- (ii) Travel rates:
  - (a) In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles.
  - (b) 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.
- (iii) 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.
- (iv) Care arrangements: actual costs incurred, up to a maximum of \*£10 per hour for care arrangements for an elderly or dependent relative OR up to a maximum of \*£6 per hour per child for care arrangements for child care or babysitting expenses.

(2) \*The Governing Body may vary these rates to meet the particular circumstances of the school. These rates to be reviewed every two years or earlier if required.

## 4. Criteria for claims

- (1) For any single claim of £50 or more, prior approval, must be given by the Chair of the Governing Body (or by the Vice Chair of Governors if the claim is being made by the Chair of the Governing Body) for the claim to be submitted.
- (2) All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls).
- (3) Receipts (or other proof of expenditure) must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- (4) In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## 5. Financial systems

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