



The Governing Body of

# Herons Dale Primary School

have adopted the following policy:

Governors' Allowances Policy

<b>Reviewed by:</b>	Jenny Birch
<b>Date:</b>	March 2021
<b>Ratified by Governing Body:</b>	April 2021
<b>Review Date:</b>	March 2022

## **GOVERNORS' ALLOWANCES**

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
  - Subsistence
  - Office expenses to be approved by the Business Manager; hard copies of all papers are available on request to the Clerk to Governors.

### **Allowance Rates**

5. 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 44.9p per mile for cars and vans and 36.9p per mile for attending courses.  
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 £6 per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (ie 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 within one month of the expenditure being incurred (except for telephone calls.)
7. VAT Receipts where applicable must be supplied with the claim form for reimbursement, eg bus ticket, phone bill, taxi receipt, till receipt. Fuel receipts must be obtained before the start of the journey. VAT receipts submitted must be proper itemised receipt not card payment receipts. Only actual mileage used will be reimbursed, if unsure mileage will be calculated using route planner. Please complete form M10 available from the school office.
8. In the case of telephone calls, an itemized phone bill should be provided, identifying the relevant calls.

### **Financial Systems**

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