



Roman Catholic Diocese of Hexham and
Newcastle

St Mary's RC Primary School: Paying for Governor Allowances Policy



Excellence, inspired by Gospel values

Headteacher: Mr David Miller

Chair of Governors: Mrs Michelle Harris

Date: April 2018

Date for Review: April 2020

Paying For Governor Allowances Policy

- 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:

Categories of eligible expenditure are as follows:

- Care arrangements: Child care (registered/approved); Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- Telephone calls and postage
- Travel
- Subsistence

Allowance Rates:

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 on the day of travel
- 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.

Criteria for Claims:

- All claims must be submitted to the Chair of Governors 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.

Financial Systems:

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

Monitoring and Reviewing

The Paying for Governor Allowances Policy will be reviewed on a biennial basis.

This policy was reviewed by Governors on: April 25th 2018

Signed:

Name: (Headteacher) Date:

Name: (Chair of Governors) Date:





St Mary's RC Primary School:
Governors' Expenses Claim Form

Name:	Date expense occurred:
Address:	Details of event/ attendance:

I claim the total sum of £..... for governor expenses as detailed below. I have attached all relevant receipts to support my claim.

	£	pence
Child care expenses		
Child care arrangements for a dependent relative		
Travel expenses		
Telephone charges		
Postage		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Name:

Signed:

Date:

This form should be submitted to the Chair of Governors.