

# Upton Westlea Primary School

## Governor Allowances Policy



Approved by staff: July 2017

Signed: K Carruthers

Approved by Governors: July 2017

Signed: M Williams

Review Date: July 2019

## Overview

This policy is designed to outline the circumstances in which the governing body of Upton Westlea Primary has the discretion to pay allowances from the school's annual budget which they incur in carrying out their duties.

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, or claim an attendance allowance.
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:

- Travel

Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles. The Headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.

- 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
- Subsistence

## Allowance Rates

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

### Travel Rates

In accordance with HMRC mileage allowance, which is 45p per mile for cars and vans and 24p mile for motorcycles.

For public transport, actual costs incurred. For travel by taxi the cost must not exceed [£15] per journey.

Care Arrangements Actual costs incurred, up to a maximum of [£15] per hour

Telephone Calls and Postage Actual costs incurred.

### 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 Head Teacher and Chair of Finance Committee within one month of the expenditure being incurred.
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.

9. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form obtainable from the School Office.

10. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.