



## Governor Allowances Policy

May 2022

| Version | Date     | Author   | Status | Summary    |
|---------|----------|----------|--------|------------|
| 3.0     | May 2021 | A Padday |        | FGB        |
| 4.0     | May 2022 | A Padday |        | No changes |

Reviewed By: Full Governing Body

Date of Review: May 2022

Expiry Date: May 2023

Whilst recognising the pressure on the School Budget, it is the policy of the school that no individual should be precluded from serving as a governor solely by reason of the financial costs incurred in carrying out their duties. Governors and associate governors (and non-governors serving on recognised committees) may therefore claim allowances as follows:

### **Travel**

For travel to school for normal governors' business, including full governors and committee meetings, and travel to other locations on governors' business (e.g. training) Governors will be able to claim an allowance as follows:

- a) Public Transport: Cheapest available fare;
- b) Private car: 45p per mile, subject to the first 10 miles of travel being excluded.

The Clerk should be informed 7 days prior to travel so that alternative arrangements can be considered, such as a lift from another governor.

### **Subsistence**

Subsistence allowances will NOT be paid in respect of:

- a) Normal full governor or committee meetings;
- b) Visits to school where refreshments are made available (e.g. school lunch);
- c) Visits outside of school where refreshments are made available (e.g. training courses).

At other times an allowance of £5.00 will be payable for periods exceeding 4 hours when out of school on governors' business. In addition, an allowance can be claimed for overnight accommodation where necessarily incurred on governors' business, subject to prior agreement from the Chair.

### **Other Necessarily Incurred Expenses**

Allowances will be paid to reimburse other expenses necessarily incurred. Any such claims likely to exceed £10 must be agreed in principle with the Chair in advance of the expense being incurred. Claims that may arise under this category are expected to be:

- a) Childcare (by an independent carer);
- b) Other nursing care (by an independent carer);
- c) Photocopying (where not capable of utilising school facilities);
- d) Stationery;
- e) Telephone calls.

For the avoidance of doubt, governors cannot claim 'attendance allowances' or for 'loss of earnings'.

### **Claiming Allowances**

Claims must be made on an official 'Governors Allowances Claim Form' and supported with full details and supporting vouchers, and be submitted to the Clerk who will obtain written

approval from the Chair. Once approved, claims will be paid within 14 working days and claim forms filed in the school office for audit purposes.

**Note:** If the Chair is not available to approve expenses the Vice Chair will undertake these duties.