



Governor, Trustee and Member Expenses and Allowances Policy

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Any reference made to 'Governor' includes Trustees and Members

Introduction

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.

Governors may not claim for actual or potential loss of earnings or income.

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

Eligible Expenses

- Categories of eligible expenditure are as follows:
- Childcare 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;
- 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 £5 per hour. In exceptional circumstances such other sum as may be agreed by the Chair of the Governing Body prior to any costs being incurred;
- Telephone calls and postage: Actual costs incurred;
- Travel rates: As identified in the finance manual.
- 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 or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority;
- Subsistence: may be agreed by the Chair of the Governing Body prior to any costs being incurred;

Criteria for Claims

All claims must be submitted to the Headteacher on the appropriate 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.