



# HAMPRESTON CE (VA) FIRST SCHOOL

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*To love God and to love one another*

Policy Agreed: October 2023

Next Review Date: September 2024

## Governor Allowances Policy 2023-24



## **Introduction**

We believe that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget.

1. Governors may claim allowances in respect of actual expenditure incurred while 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.
4. Governors may not claim attendance allowances.

## **Eligible Expenses**

- Telephone calls and postage
- Travel
- Subsistence
- Care arrangements:  
(Childcare or babysitting expenses (excluding payments to a relative or partner); or care arrangements for an elderly or dependant relative (excluding payments to a relative or partner);
- Any other justifiable allowances.

## **Allowance Rates**

Rates at which allowances are payable are as follows:

Telephone calls and postage: actual costs incurred;

Travel rates:

For private vehicle use: in accordance with current authorised rates;

For public transport: actual costs incurred. Where more than one class of fare is available the rate shall be limited to second-class fares;

For travel by taxi: travel by taxi is not reclaimable but mileage may be claimed instead

Subsistence: if additional expenses are incurred because work as a governor requires taking meals away from the school area, reimbursement will be made for

the food/drink items bought on the day claimed. Other than this, governors may not claim subsistence expenditure unless the governing body has given prior consent.

Care arrangements: actual and reasonable costs incurred;

### **Criteria for Claims**

Travel to be authorised by either the Head or the Chair before departure.

Claims should be submitted to the clerk to the governors, who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the headteacher, within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, eg bus ticket, phone bill, taxi receipt, till receipt.

In the case of phone calls, an itemised 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.

Claims will be subject to independent audit and may be investigated by the chair of Governors if they appear to be excessive or inconsistent. The maximum for any one claim is £250.

This policy will be reviewed by the Full Governing Body on an annual basis.

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**Governors' Allowance Claim Form**

This form should be submitted within one month of the date when the expenses were incurred clerk to the Governors.

<b>Name:</b>		<b>Date:</b>
<b>Date of expenditure</b>	<b>Details of expenditure</b>	<b>Amount claimed</b>
	Total of claim	

I certify that the above expenses are actual and necessary.

Signature of Governor	Date
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All claims to be authorised by Clerk (if less than £50 and Headteacher (if over £50))	
Authorised by	Signature
Date reimbursed	Amount reimbursed