

**Springhead School**

**Scheme for Paying Governors' Allowances Policy**

<b>Document Status</b>			
<b>Date of Next Review</b>	22.11.22	<b>Responsibility</b>	<i>Finance Committee</i>
<b>Success Criteria for review completion</b>	To be reviewed by Finance committee	<b>Responsibility</b>	<i>Chair of Finance</i>
<b>Date of Policy Creation</b>	23.11.21	<b>Responsibility</b>	<i>Chair of Full Governors</i>
<b>Date of Policy Adoption by Governing Body</b> 23.11.21		<b>Signed</b>	
<b>Method of Communication - Website</b>			

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 any Associate Members) are eligible to claim allowances in accordance with this scheme.

**Eligible Expenses**

4. Categories of eligible expenditure are as follows:
  - 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;
  - Travel;
  - Subsistence

**Allowance Rates**

5. Rates at which allowances are payable are as follows:
  - Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body:  
Care arrangements: Actual costs incurred up to a maximum of up to five hours at an hourly rate agreed with the chair.
  - Telephone calls and postage: Actual costs incurred;

- Travel rates: Car use - 0.42 pence per mile.
- 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: To be determined by the Governing Body.

### **Criteria for Claims**

6. All claims must be submitted to the Headteacher on the appropriate form within one month of the expenditure being incurred (except for telephone calls).
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.

### **Financial Systems**

9. The schools' normal systems for authorising and processing payments will apply to claims made under this scheme. This includes making payments using cash or cheque and not using personal debit or credit card.