



Scheme for paying School Governors' Allowance

Status:	STATUTORY
Responsible person:	Headteacher
Responsible Governors' Committee:	Finance and staffing
Date first approved by Governing Body:	September 2013
Ratified date:	September 2017
Review date:	September 2020 or per DFE guidelines

Signed ...M Neale Chair of Governors

Date 19 September 2018

PENKFORD SCHOOL

SCHEME FOR PAYING GOVERNORS' ALLOWANCES

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

Eligible Expenses

4. Categories of eligible expenditure are as follows:

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

Postage

Travel

Subsistence

Allowance Rates

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

Care Arrangements: Actual costs incurred, up to a maximum of the National Minimum Wage

Telephone Calls: Actual costs incurred.

Postage: Actual costs incurred.

Travel Rates: All journeys will be paid at 31p 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 the cost must not exceed £10 per journey.

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 for regular travel must be submitted to the Business Manager on the attached form termly but within two months of the expenditure being incurred (except for telephone calls). One off claims for attendance at a recognised Governors' training course involving total mileage of over 50 miles will be processed as soon as possible after submission.
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 school's normal systems for authorising and processing payments will apply to claims made under this scheme in line with Internal Financial Regulations.

NB: Staff Governors

Staff Governor expenses will be processed in accordance with normal procedures (LA claim form) if the claim relates to expenses incurred during the normal school day. Expenses related to attending meetings/courses as a Governor outside of the normal college day should be submitted on a Governors' Claim Form.

Penkford
PENKFORD SCHOOL GOVERNOR EXPENSE FORM

This form will be processed in accordance with the rates set out in the Scheme for Paying Governors' Allowances and in line with the Internal Financial Regulations of the College.

Name:

Address:

Care Arrangements:

Date of event	Purpose of event (e.g. Full Governing Body meeting)	Amount claimed (£)

Telephone Calls and Postage:

Date of call/postage	Purpose of call/postage (e.g. call/letter to Governor Services)	Amount claimed (£)

Signed: _____
Governor Date: _____

Signed: _____
Business Manager Date: _____

GOVERNOR TRAVEL AND SUBSISTENCE EXPENSE FORM

This form will be processed in accordance with the rates set out in the Scheme for Paying Governors' Allowances in line with the Internal Financial Regulations of the School.

Name:

Address:

Travel:

Date of travel	Purpose/destination of travel (e.g. LEA Governor Conference)	Number of miles (if car/motor-cycle)	Public transport costs (£)	Rate (for office use only)	Amount claimed (£)

Subsistence:

Date of event	Purpose/details of event (e.g. 2 day national training in London)	Amount claimed (£)

Signed:

Governor

Date:

Signed:

Business Manager

Date: