

St Mary's RC Primary School

Scheme for paying Governors' Allowance



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:
 - 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:
 - 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;
 - Travel rates in accordance with NYCC travel policy
 - 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

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 school's normal systems for authorising and processing payments will apply to claims made under this scheme.

Date	Review Date	Coordinator
September 2017	September 2018	K Whitehead

Headteacher	K Whitehead	Date	September 2017
Chair of Governing Body	A Kane / A White	Date	September 2018

St Mary's RC Primary School Governor's Allowance and Expenses Claims Form



Name:	St Mary's RC Primary School
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for Governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to:

Administrative Assistant in the School Office