

Welburn Hall School



Scheme for Paying Governors' Allowances Policy

Policy dated: Sept 2013
Last Reviewed: March 2015
Review Period: 3 years
Next Review: Autumn 2017
Adopted by Governors: 10.3.15

Signed:

Date:

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 / printing (Governors will be provided with a ream of paper for printing at home);
 - Travel;
 - Subsistence

Allowance Rates

5. Rates at which allowances are payable are as follows:
 - Care arrangements: Actual costs incurred up to a maximum of £14.00 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: Mileage rate equivalent to the NYCC recommended rate payable for expenses (currently 45p 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: If absence from home exceeds 4 hours, claims for actual costs incurred may be made when suitable subsistence is not provided at the venue up to a maximum of £8 per day. If overnight accommodation is required and is not provided as part of the event, this must be agreed with the Chair of Governors in advance (or the vice-Chair in the case of the Chair of Governors) A maximum of £60 per day may be claimed for hotel accommodation. Criteria for Claims 6. All claims must be submitted to the Headteacher on the appropriate form within 3 months.

Criteria for Claims

6. All claims must be submitted to the Headteacher on the appropriate form within three month of the expenditure being incurred (except for telephone calls) – in any event within the financial year in which the cost was incurred.
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.
10. There is a designated budget for payment of governor allowance and this is reviewed and agreed annually.
11. Governors will be provided with claim forms for submission.
12. Governors are provided with a ream of paper for home printing. Also printing facilities are provided by the School.