

St Cuthbert's RC Primary School



GOVERNORS' ALLOWANCES

At St Cuthbert's we live and learn in faith and love,
through Jesus's teachings.

Our school is a place where we can grow as a family,
helping each other to lead full and happy lives.

Consultation that has taken place		
Date Formally Approved By Governors	March 2018	
Date policy Became Effective	March 2018	
Review Date	March 2020	
Person Responsible for Implementation and Monitoring	HT	Govs

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:

Categories of eligible expenditure are as follows:

- o Care arrangements: Child care (registered/approved); Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- o Telephone calls and postage
- o Travel
- o Subsistence

Allowance Rates:

Rates at which allowances are payable are as follows:

Care arrangements: Actual costs incurred, up to a maximum of £10 per hour

Telephone calls and postage: Actual costs incurred

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate on the day of travel
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:

- o All claims must be submitted to the Chair of Governors on the attached form within one month of the expenditure being incurred (except for telephone calls).
- o Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- o In the case of telephone calls, an itemised phone 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.

This policy was approved by the Governing Body on14.03.18.....

Signed



**St Cuthbert's RC Primary School
Governors' Expenses Claim Form**

Name:	Date expense occurred:
Address:	Details of event/attendance:

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

Signed

	£	P
Child care expenses		
Care arrangements for an elderly or dependent relative		
Travel to meetings/training courses		
Telephone charges		
Postage		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to Mr Bill Barnes (Chair of Governors)