

GILLINGSTOOL PRIMARY SCHOOL

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GOVERNOR ALLOWANCES POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: January 2021

Signed 

Name: Caroline Carter

Headteacher

Date: January 2021

Allowances Claims

All governors will be entitled to claim the actual costs which they incur in attending meetings of the Governing Board, its committees or Integra, Schools, Governor Development Service training sessions as follows:

- Costs of care arrangements for an elderly or dependant relative (as above)
- The cost of travel from their home to place of meeting (as appropriate) by the least expensive means possible. (e.g. Public transport v private vehicle)
- For this purposes,
 - Public transport will be claimed by receipt and 2nd class travel.
 - Private car will be allowable at 30p per mile (maximum of 12 miles in connection with any individual meeting, except training sessions where the limit will be 20 miles) to cover petrol costs only.
 - 5p per mile for each passenger.
 - 18p per mile for motorbike

Governors will also be able to claim for the following, on a case by case basis and with prior approval of the Governing Board:

- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel and subsistence costs, payable as listed above. Subsistence should be in agreed in advance with the Chair of Governors.

The costs of stationery, photocopying, postage and telephone calls are not allowable.

Governors can use the school photocopier for the governing board business; further assistance with office services can be sought from the School Office, subject to the other demands on staff time.

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts and returning it to the School within 4 weeks of the date when the expenses were incurred. They will then be submitted for approval by the Chair of Governors and payment arranged.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.



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Governors' Expenses Claims Form

Name:		Date:
Address:		
Post Code	Month of Claim:	
I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.		
Signed:		

Expense Incurred	£
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	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Reason for Claim/Courses /Meetings attended	
Authorised by:	Signature:
Chair/Vice Chair of Governors	
Finance Manager	

This form should be submitted to: CLERK TO GOVERNORS