



FEDERATION OF ARRETON  
ST GEORGES & OAKFIELD CE  
PRIMARY SCHOOLS  
GOVERNORS ALLOWANCES  
2014 - 2017

LMO Committee

Date Approved: 19th November 2014

Date of review: October 2017

Signed:

## POLICY FOR THE PAYMENT OF GOVERNORS' ALLOWANCES/EXPENSES

This policy relates to the payment of allowances to governors in accordance with Part 6 [27-31] of The School Governance (Procedures and Allowances) (England) Regulations 2013.

Governors may claim allowances in respect of actual expenditure necessarily incurred for the purposes of enabling them to perform any duty as a member or associate member of the governing body.

Governors **may not** claim allowances for actual or potential loss of earnings or income or for care or baby-sitting arrangements provided by a relative or partner.

Payment of allowances will be payable at the following rates:

- Care Arrangements

Actual costs incurred up to a maximum of £8.00 per hour\*

- Telephone Calls, Postage & Other Items

Actual costs incurred.

- Travel Costs

### Mileage

In accordance with the LA rates applicable at the time of the journey.

### Public Transport

Actual costs incurred. (Where more than one class of fare is available, the rate paid shall be limited to the lowest fare).

For travel by taxi, the fare must not exceed £15 per person per journey.\*

- Subsistence

If additional expenses are incurred because duties as a governor requires taking meals i.e., breakfast, lunch or dinner away from school/home, governors may claim for the cost of items of food and drink purchased on the day concerned.

### Criteria for Claims

All claims must be made using a claim form provided by the school.

With the exception of claims for telephone calls, all other claims must be submitted to the Federation School Business Manager within one month of the expenditure being incurred.

In all cases (except claims for telephone calls) receipts **MUST** be provided before reimbursement can be made. (bus tickets, taxi receipts, till receipts etc).

In the case of claims for telephone calls, an itemised telephone bill must be provided identifying the relevant calls. All claims for telephone calls must be submitted to the Federation School Business Manager within one month of the date of the appropriate telephone bill.

Payment of allowances will be split equally between both schools.

### Financial Systems

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

[\* The governing body may vary these rates to meet particular circumstances. Any change to these rates must be approved by the full governing body].