

Governors' Allowances



Delegated Function: FGB
Approved by Governors: February 2023
Updated: January 2023
Review date: February 2025

This policy/document was reviewed by:-

Signed.....

Date:

Position.....

Signed.....

Date:

Position.....

The next revision date is:

Overview

This policy is designed to outline the circumstances in which the governing body of Dee Point Primary has the discretion to pay allowances from the school’s annual budget which they incur in carrying out their duties.

- 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, or claim an attendance allowance. (Only in exceptional circumstances i.e. an extraordinary governors meeting may a claim be made in agreement with the Headteacher, Finance Governor and Chair of Governors)
- 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:
 - **Travel**
Travel expenses may be claimed where the distance between the governor's home and the school is greater than 5 miles. The Headteacher and any governor who is employed at the school will not be eligible to claim unless an additional return journey has been made to attend.
 - **Care arrangements**
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**
 - **Subsistence**

Allowance Rates

- 5. Rates at which allowances are payable are as follows:

Travel Rates	In accordance with HMRC mileage allowance, which is 45p per mile for cars and vans and 24p mile for motorcycles.
	For public transport, actual costs incurred. For travel by taxi the cost must not exceed [£15] per journey.
Care Arrangements	Actual costs incurred, up to a maximum of [£15] per hour
Telephone Calls and Postage	Actual costs incurred.

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

6. All claims must be submitted to the Head Teacher, Finance Governor and Chair of Governors within one month of the expenditure being 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.
9. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form obtainable from the School Office.
10. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Finance Governor in respect of the Chair of Governors) if they appear excessive or inconsistent.

Claim Forms

11. Claim forms for governors are included as an appendix



PLEASE USE BLOCK CAPITALS

Name:	Claim for the Month of :	
	Cumulative Mileage since March :	Claimed this month
	Claimed previously	Total to Date
Vehicle Registration:		

Essential 1 Car User:	
Diesel <input type="checkbox"/> less than 1600cc <input type="checkbox"/> 1601cc–2000cc <input type="checkbox"/> over 2000cc <input type="checkbox"/>	LPG <input type="checkbox"/> Petrol <input type="checkbox"/> Less than 1400cc <input type="checkbox"/> 1401cc to 2000cc <input type="checkbox"/> Over 2000cc <input type="checkbox"/>

Essential 2/Casual/Lease Car User:			
Engine size	0-999 <input type="checkbox"/>	1000-1199 <input type="checkbox"/>	1200+ <input type="checkbox"/>

Mileage Claims N.B. Business mileage only		Expenses		£	p
Number of Miles:		General Expenses (accommodation etc)			
Total non-reimbursed miles (for tax relief)		Telephone rental			
To claim miles at a different rate:		Postage			
Number of Miles:		Telephone expenses (calls)			
Mileage Rate:		Training expenses			
Total number of miles		Travel expenses non-taxable (parking, fares, tunnel tolls etc)			
Permanent Base relocation miles – for further guidance please click here		Subsistence (meals)			
Total <u>difference</u> excess miles:		Total			
Total <u>agreed</u> excess expenses					

The information given may be used for fraud prevention purposes

I declare that:

- my motor vehicle is insured, that the cover is comprehensive, includes passenger liability and the use of the vehicle by me on Council business
- I hold a current and valid driving licence
- my motor vehicle has a valid MOT certificate

I understand that if I am unable to meet any of these three requirements, I am not eligible to drive on Council business, and must inform my manager of this.

I certify that:-

- the mileage allowance claimed relates to authorised business travel only and that the amount claimed is in accordance with approved rates.
- all other items claimed involve expenditure actually and necessarily incurred in the performance of my duty.
- the expenses incurred and the journeys shown were authorised and that to the best of my knowledge and belief the claim made is correct.

Signed

Date

(Claimant)

Authorising Officers		I certify that the expenses incurred and the journeys shown were authorised and that to the best of my knowledge and belief the claim made is correct.	
Signed		Date	
Designation		Telephone No	
Signed		Date	
Designation		Telephone No	

Costing details*					
Claim	Amount payable	CO	SERV	Account code	Centre code

*This expense claim will come out of a default cost centre, however if you would like this claim to come out of a different budget, please complete the details above

Excess Mileage

[illegible]

Training Expenses

Date	Starting point of journey	Dep. Time	Places visited	Finishing point of journey	Arrival Time	Purpose of Journey	Paid Mileage	Non Paid Mileage*	Fares, Rail, Bus, Taxi £	p	Meals and other exp. £
Total Training											

Business Expenses

[illegible]

*Additional business miles for which you cannot claim Does not include commuting to your normal workplace