



HIGHGATE PRIMARY SCHOOL

Policy for paying governors' allowances

October 2016

Governors may claim allowances in respect of expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body. Claims can only be for expenditure that would not otherwise have been incurred. Governors may not claim for actual or potential loss of earnings or income. All governors are eligible to claim these allowances.

Eligible Expenses

- Care arrangements: child care or baby sitting expenses, or care for an elderly or dependent relative where these are not provided by a relative or partner
- Telephone calls, postage, photocopying and printing where this cannot be done at the school
- Travel and subsistence, where these costs would not have been incurred otherwise
- Support for governors with special needs (e.g. audio equipment)
- Support for governors whose first language is not English (e.g. translation)

Allowance Rates

Care Arrangements	Actual costs incurred, up to a maximum of £8 per hour
Telephone calls, postage, copying and printing:	Actual costs incurred
Car travel	In accordance with the Inland Revenue Authorised Mileage Rate: 40p per mile for cars and vans, 24p mile for motorcycles; 20p per mile for cycles
Public transport	Actual costs incurred, limited to second-class fares. For travel by taxi the cost must not exceed £15 per journey.
Subsistence	Actual costs incurred up to maximum of £20 per day
Support for special needs and for governors whose first language is not English	By arrangement with Chair, who will refer to Finance Committee. If the claim is by the Chair, then by arrangement with the Vice Chair.

Claims

All claims must be submitted on our agreed form and authorised by the Chair. The vice chair authorises claims by the Chair. All claims are treated as confidential. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt, telephone bill.

Highgate Primary School Governors' Expenses Claim Form

Name

Description

Amount

Total

I confirm that I have paid the amount that I am claiming in the course of my role as school governor and would not otherwise have incurred these costs

Signed: (Claimant)

Date

Authorised (Chair/Vice chair)

Date

Paid:

Cheque no.

Date