



Chalk Ridge Primary School

Governors Allowance Policy

Agreed and adopted: September 2016
Reviewed: September 2022
Next review: September 2025

Rationale

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.

Governors may not claim for actual or potential loss of earnings or income.

The cost of stationary, photocopying, postage and telephone calls are not allowable. Governors can use the school photocopier for governing body business; further assistance with office services can be sought from the school office, subject to the other demands on staff time.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible expenses

Categories of eligible expense are as follows:

- Care arrangements - child care or baby-sitting expenses, where these are not provided by a relative or partner OR care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner actual costs will be reimbursed, up to a maximum of £6 per hour
- Support for governors with special educational needs (e.g. audio equipment)
- Support for governors whose first language is not English (translations)
- Travel arrangements - For travel by car, mileage will be paid in accordance with the current HCC Authorised rates. 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 single journey. In exceptional circumstances a higher limit can be agreed in advance with the chair of governors.

Criteria for claims

A claims form can be obtained from the school office. Any claims must be submitted to the school office within one month of the expenditure being incurred.

Receipts must be supplied to support the claims for reimbursement, e.g. bus ticket, taxi receipt.

Financial Systems

Claims must be authorised by the Chair of Governors (except for claims by the Chair of Governors, which must be authorised by the Headteacher) payments will be processed

through the school's normal systems. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

We can check that this is working by:

- Annual discussion at Full Governing Body meeting