



# THORPE CHURCH OF ENGLAND INFANT SCHOOL

*Faith, Love and Excellence*

## Governors' Allowances Policy

*Reviewed by Finance and Staffing Committee - 12/10/16*

*Ratified by the FGB - 02/12/16*

*Date of next review - Autumn 2019*

Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development or otherwise acting on behalf of the Governing Body.

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

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

### **Eligible Expenses**

Categories of eligible expenditure are as follows:

- 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
- Travel
- Subsistence

### **Allowance Rates**

Rates at which allowances are payable are as follows:

- Care Arrangements:  
Actual costs incurred, up to a maximum of the adult minimum wage.
- Telephone Calls and Postage:  
Actual costs incurred.
- Travel Rates:

In accordance with the HMRC Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles. (at October 2016)

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 claim must not exceed £10.00\* per journey.

- **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.

All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls).

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

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

### **Financial Systems**

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

\*The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full Governing Body meeting.