



Little Plumstead

Church of England VA Primary School

"where children come first"

GOVERNORS' ALLOWANCES POLICY

Formally adopted by the
Governing Body of Little Plumstead CEVA Primary School

On	11 th January 2023
Chair of Governors	<i>M. E. Kidney</i>
Head Teacher	<i>F. Alendinning</i>
Last Updated	11 th January 2023
Review	January 2024



Little Plumstead Church of England VA Primary School

Governors' Allowances Policy

[Based on the Norfolk County Council Model Policy available in Infospace]

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Board and its committees, undertaking governor development and otherwise acting on behalf of the governing board.
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.
4. Categories of eligible expenditure are as follows:
 - 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
 - Support for governors with special needs
 - Support for governors whose first language is not English
 - Telephone calls and postage
 - Travel
 - Subsistence
5. Rates at which allowances are payable are as follows:

• Care Arrangements:	Actual costs incurred, up to a maximum of £5.00 per hour
• Telephone Calls/Postage:	Actual costs incurred
• Travel Rates:	In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles (Please review in accordance with HR Revenue & Customs Guidance)
• 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 £10.00 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.
6. All claims must be submitted to the school office on the approved form within one month of the expenditure being incurred (except for telephone calls).
7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. A fuel VAT receipt must be submitted for mileage expenses claimed.

8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

Appendix A – Governors' Allowance Claim Form

Name of governor:		Date:
Date of expenditure:	Details of expenditure:	Claim:
Total claim:		£

I certify that the above expenses are actual and necessary.

Signature of governor:		Date:
Authorised by:		Date: