



Governors' Allowances

Introduced: March 2022
To be reviewed: March 2024

Statement of Scheme for Paying for Governors Allowances

Governors may claim allowances if absolutely necessary in respect of actual expenditure incurred whilst attending meetings of the Governing Body and 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.

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

Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements: Child care or babysitting expenses, where these are not provided by a relative or partner or the school.
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
- Travel – reasonable requests.

Allowance Rates

Rates at which allowances are payable are as follows:

- Care Arrangements: Actual costs incurred, up to a maximum of £10 per hour
- Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 50p per mile
- 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.

Criteria for Claims

All claims must be submitted to the headteacher within one month of the expenditure being incurred. Receipts must be supplied to support claims for reimbursement.

Financial Systems

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