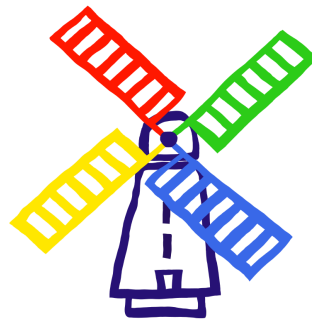


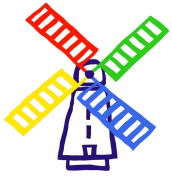
Governors' Allowances Policy

Unity
Trust
Courage
Curiosity
Respect
Kindness



A community for learning. Raising expectations. Fulfilling high standards.

Drafted In: **December 2021**
This policy was approved on: **30th September 2023**
The policy is to be reviewed by: **September 2024**
Headteacher: **Mrs Gemma Hillier**
Chair of Governors: **Mrs Laura Air**

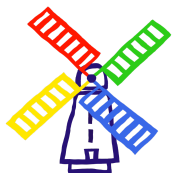


Widmer End Community Combined School & Pre-School

2023-24 | Governors' Allowances Policy

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1. Introduction

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

2. Financial Systems

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

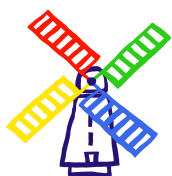
3. Criteria for Claims

- All claims must be submitted to the Headteacher/Chair of Governors on the attached form within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. public transport tickets, phone bills, car parking, taxi or till receipts.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- Allowance for travel cannot exceed the HMRC authorised mileage rates.

4. Eligible Expenses

Claims may be subject to audit where deemed necessary. Categories of eligible expenditure are as follows:

- Care arrangements for children (childcare or babysitting 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.
- Extra costs involved either because there is a special need or because English is not the first language.
- Telephone calls, postage, stationery, photocopying.
- Travel.
- Subsistence.



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- Any other justifiable allowance.

5. Allowance Rates

Expenditure	Rates Payable
Care Arrangements*	Actual costs incurred, up to a maximum of £10 per hour.
Support for Special Needs	Extra costs incurred as a result.
Support if English is not first language	Extra costs incurred as a result.
Telephone, Postage etc.	Actual costs incurred.
Travel - Mileage	In accordance with the HMRC Authorised Mileage Rates https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances
Travel - 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 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.

*The Governing Board may vary these rates to meet their particular circumstances. It is suggested that rates for Care Arrangements are in line with the current Living and Minimum Wages.

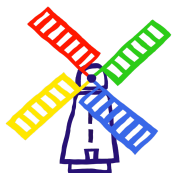
www.gov.uk/national-minimum-wage-rates

**For travel by taxi a maximum cost per journey could be set.

These rates must be agreed at a full governing body meeting.

6. Relationship to other policies

This policy is linked to the general role of governors and their link role, and any claims made against this policy should demonstrate that relevance. No-one should feel excluded from becoming a governor, or



feel unable to function appropriately, because of possible difficulties as listed above. This is linked to the school's Equality Objectives & Policy and the Equalities & Cohesion Scheme.

7. Monitoring & Evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Date approved by Full Governing Board: 30th September 2023.

Date for review: September 2024 by the Full Governing Board.

8. Reimbursement claim for mileage for volunteers

Payment Method											
<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Cheque Returned for Collection	<input type="checkbox"/>	BACS / Faster Payments	<input type="checkbox"/>	Cash - Imprest voucher number				

Payee Details											
Name											
House number / Street											
Town / City											
County						Post code					
Telephone no											

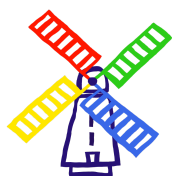
Period												Governor / Volunteer	
From						To						<input type="checkbox"/> Governor	
												<input type="checkbox"/> Volunteer	

Vehicle details											
Vehicle registration number						Make					
CC						Year					
The insurance policy relating to the vehicle (as above) used by me on the official business of the County Council is issued by: and includes my use of the vehicle for business purposes.											



Day	From	Places visited	Returned to	Purpose of journey / Client name	Miles
Total mileage for period (A)					
Previous mileage (from 1st April)					
Mileage to date					

Other Expenses	£	p	Amount Payable		
			Number of miles (A)		
			Rate (B)		
			Payable	£	p
			Mileage (A x B)		
			Other expenses (C)		
Total (C)			Total Claimed		



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Payee certification		Receipt where paid in cash		
			£	p
<p>I certify that: the expenses overleaf have been necessarily incurred by me on school business;</p> <p>the VAT receipts attached cover the period of the claim and the numbers of miles travelled; and</p> <p>I hold a valid Driving Licence.</p>		Received the sum of		
		Signature		
Signature of payee		Print name		
Print name				
Date		Date		

Payment approval, or for imprest payments, authorisation		
Signature(s):	Name	
	Position	
	Department	
	Date	

9. User Guidance Notes

- Please ensure that this form is fully completed in block capitals,
- VAT receipts that cover the period of the claim and the numbers of miles travelled must be attached to this reimbursement claim.
- The form must be signed by the clerk/the Headteacher/the Chair of Governors – where appropriate two signatures may be required.
- All claims must have relevant receipts attached.
- This form is attached to the policy for Governor Expenses.
- If you have any comments or suggestions about the design or functionality of this form contact the Chair of Governors.
- This form will be reviewed with the policy when required.