



The Dales School
North Yorkshire

Scheme for Paying Governor Expenses

Person Responsible: Headteacher

Approved by the Full Governing Body: May 2021

Next Review Date: May 2022

Signed..... **Date:**

Scheme for Paying Governors' Allowances

1. 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.
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.

Eligible Expenses

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
 - Telephone calls and postage
 - Travel
 - Subsistence
 - Support for Governors with special needs (eg audio equipment)
 - Support for Governors whose first language is not English (eg translations).

Allowance Rates

5. Rates at which allowances are payable are as follows:
 - Care arrangements: Actual costs incurred up to a maximum of £10 (ten pounds) per hour. In exceptional circumstances such other sum as may be agreed by the Chair of the Governing Body. This is a case of requests in extenuating circumstances – where appropriate, the Chair of Governors shall be authorised to approve actual costs **prior to them occurring** and this must be reported to the Governing Body.
 - Telephone calls and postage: Actual costs incurred
 - Travel rates: In accordance with the HMRC Mileage Rate, which is 45p per mile for cars and vans and 24p per mile for motorcycles
 - 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 or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority
 - 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.

Criteria for Claims

6. All claims must be submitted to the Headteacher on the relevant 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. All purchases must be made by cash and not debit or credit card.
8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

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

Training

10. All training must be run via the CPD budget.