

Goathland Primary School

Governors' Allowances Policy



Paying Governors' Allowances

1. In accordance with the Goathland Primary School Code of Governance (31st January 2024) and in accordance with its delegated budget, there is discretion to pay governors for certain expenses that they incur in carrying out their duties.
2. The role of our school governor is a voluntary one. If agreed by the Governing Body, governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees/working groups, undertaking governor development, and otherwise acting on behalf of the Governing Board.
3. The Goathland Primary School Governing Board believes that offering expenses for governors is an appropriate use of school funding, as it helps to ensure equality of opportunity for those wishing to serve as a governor.
4. Governors may not claim for actual or potential loss of earnings or income.
5. All governors (and any associate members) are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

6. Categories of eligible expenditure are as follows:
 - ✦ childcare 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

7. Rates at which allowances are payable are as follows:

- ✦ care arrangements: actual costs incurred as may be agreed by the Chair of the Governing Body prior to any costs being incurred;
- ✦ telephone calls and postage: actual costs incurred;
- ✦ travel rates: to be determined by relevant HMRC approved mileage rates.
- ✦ for public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to standard 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: to be determined by the Governing Board prior to any costs being incurred.

How to claim

8. All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls). Claim forms can be obtained from the administrator
9. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
10. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
11. The schools' normal systems for authorising and processing payments will apply to claims made under this scheme.
12. The Governing Body will monitor the spend as part of their monitoring duties.

Appendix 1: Governor Expenses Claim Form

Goathland Primary School

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Headteacher along with any relevant receipts.

This form should be submitted within 2 weeks of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current (Sept 2023) approved mileage rates:

TYPE OF VEHICLE	FIRST 10,000 MILES
Cars and vans	45p
Motorcycles	24p
Bikes	20p

Passenger payments - cars and vans

5p per passenger per business mile for carrying fellow governors in a car or van on eligible journeys which are also eligible journeys for them.