



# BROADMAYNE FIRST SCHOOL

## Governors Allowance Policy

### Overview

- Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its 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 in accordance with this scheme

### Eligible Expenses

Categories of eligible expenditure are as follows

- Telephone calls and postage
- Travel
- Subsistence
- Care arrangements  
*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 – receipts should be provided*

### Allowance Rates

Rates at which allowances are payable are as follows:

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with current authorised rates – for guidance speak to the DCC travel team.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to standard-class fares; up to a maximum of £35.00

Subsistence: If additional expenses are incurred because work as a governor requires taking meals away from your school area, reimbursement will be made for the food and non-alcoholic drinks bought on the day claimed.

Care Arrangements: Actual costs incurred, up to a maximum of £6.00 per hour.

### **Criteria for Claims**

- All claims must be submitted to the head teacher within three months of the expenditure being incurred (except for telephone calls)
- Receipts must be supplied to support claims for reimbursement, eg, bus ticket, phone bill, taxi receipt, till receipt, child care invoice or receipt
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls
- Before incurring expenditure of £50 or more, please seek prior approval from the Head teacher

### **Financial Systems**

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

This policy was agreed by the Finance Committee on...12th October 2023

It was approved by the Governing Body on...14th November 2023

This policy will be reviewed biennially