

# THE STOKE POGES SCHOOL

## Scheme for Paying Governors' Allowance

<b>Governors Committee Responsible for the Policy</b>	Finance, Pay and Personnel Committee
<b>Date Approved</b>	September 2021
<b>Recommended Review Period</b>	Annual
<b>Date for Review</b>	September 2022
<b>Person Responsible for the Policy</b>	Headteacher

Governors and associate members 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.

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:

- Care arrangements: Child care 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
- Any other justifiable allowance

### Allowance Rates

Rates at which allowances are payable are as follows:

Care arrangements:	Actual costs incurred, up to a maximum of £6 per hour
Support for Special Needs:	Extra costs incurred as a result of special needs
Support if English is not first Language	Extra costs incurred as a result of English not being a first language
Telephone calls, postage etc	Actual costs incurred
Travel Rates:	In accordance with the Inland Revenue Authorised Mileage Rate, Which is 50p per mile for cars and vans and 24p 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 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, reimbursements will be made for the food/drink items bought on the day claimed.

**Criteria for Claims**

All claims must be submitted to the Headteacher 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. bus ticket, phone bill, taxi receipt, till receipt.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Allowance for travel cannot exceed the Inland Revenue authorised mileage rates.

**Financial Systems**

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

SIGNED: ..... DATED: .....  
(Chair of Governors)