



Governors' Allowance Scheme

1. Nature and scope of allowances

Allowances will be payable in respect of:

- (a) The cost of travel, which would normally be by public transport, for attendance at the termly ordinary meeting of the governing body and at meetings of committees, sub-committees and appeals committees, events, visits or such other meetings, that it may be necessary to call from time to time.
- (b) Travel to meetings on behalf of the governing body and/or approved training courses by public transport
- (c) Subsistence if in the carrying out of the duties of a governor overnight accommodation and/or meals are required.
- (d) Childcare/care of a dependent costs which are incurred in order for a governor to attend meetings of the governing body and its committees or to partake in other duties or training undertaken in the discharge of the role of governor. This is subject to certain exclusions set out below.
- (e) A contribution towards the reasonable costs of paper and printer consumables where governors have opted to access papers electronically.

2. Eligibility for allowances

- 2.1 All members of The Elmgreen School Governing Body shall be treated equally and be eligible to claim travel and subsistence costs. Governors can only claim allowances if they are recorded in the minutes as having attended that meeting.

3. Claiming allowances.

- 3.1 Claims shall be submitted on a termly basis on a pro-forma available from the Director of Finance and Administration to whom they must be returned. Such claims should be accompanied where appropriate with receipts, travel tickets

etc. Where it is a mileage claim then start and finish mileages must be given. Payment will be made by BACS.

4. Allowances

The following rates shall apply subject to annual review by the governing body:

4.1 Travel

4.2 Public Transport

4.2.1 Costs incurred for ordinary, second class or any cheaper fare available plus any expenditure incurred for seat reservations or similar supplements. In exceptional circumstances claims for public transport at other than a second class fare may be made but must be accompanied by an explanatory note.

4.2.2 Refunds on an Oyster card can only be made if proof of the journey can be provided. Ensure the Oyster Card is registered on the TfL site where it is possible to download records of journey and the cost. Refunds will only be for the cost of the journey not for top up costs.

4.3 Taxi

4.3.1 Where no suitable public transport is available, travel has to take place late at night or the business is urgent, the fare plus a reasonable gratuity may be claimed, but the claim must be accompanied by a receipt. In all other cases or where no receipt is provided reimbursement will be made on the cost of the journey by public transport.

4.4 Car

4.4.1 The School Travel Plan encourages use of means of transport other than private motor vehicles and in the spirit of this the governors allowance scheme does not seek to encourage their use. It is recognised that individual circumstances, the nature of the journey, travel times etc. may make use of a private motor vehicle the only viable option. Sharing of vehicles whenever practical is encouraged.

4.4.2 The rate per mile is 45p. This is the approved rate set out by HMRC.

4.5 Car Parking Charges

4.5.1 The full cost of car parking where this has been necessary for attendance at a meeting of or on behalf of the governing body. Where possible receipts should be obtained. The daily maximum is £15.

4.5.2 Reimbursement of parking charges does not cover payment of parking fines

4.6. Subsistence

4.6.1 The reasonable cost of a meal (excluding alcohol) where the duties mean a governor is unable to return home to eat.

4.7. Childcare/care of dependent relatives

4.7.1.1 The cost of a child-minder/carer (up to £12 an hour) for the period of time taken up by the meeting and a reasonable period of time to travel to and from the meeting.

4.7.2 No payment will be allowable where the care of a child or dependent is being provided by an existing or former partner or by a responsible person who normally lives in the family home, as a member of the family.

4.8 Computer consumables

4.8.1 The reasonable cost of paper and printer consumables. These will be based on production of receipts.

Created: July 2007

Review: 3 Years

Last review November 2017

Next review November 2020



**Governors' Allowance Scheme
Claim form**

Name _____

Address _____

_____ Postcode _____

Email _____ Phone _____

Mileage summary Registration Number _____

Date	Reason for journey	Mileage		Total
		Start	Finish	
Total mileage				

Claim for subsistence, public transport, child care or printer consumables*

Date	Details of claim	Amount claimed
Total amount claimed		

* Please attach receipts for any claims made wherever possible

Name of Bank	_____
Name if Bank Account	_____

Sort code - - Account No

I confirm having incurred the above listed expenditure in the course of performing the duties of a governor at The Elmgreen School.

Signed _____

Date _____

Received Finance Office	_____	Approved	_____	Paid	_____
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