



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.
4. Categories of eligible expenditure are as follows:
  - (a) **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.
  - (b) **Telephone calls and postage** (normally all postage will go through the school)
  - (c) **Travel** (from home only)

**Rates at which allowances are paid are as follows:**

**Care Arrangements:** Actual costs incurred, up to a maximum of £10 per hour. Excluding care provided by an existing or former partner or by a responsible person who normally lives in the family home, as those individuals would normally expect to play some part in caring for a child or other relative.

**Telephone Calls and Postage:** Actual costs incurred. :

**For travel by car:** the mileage rate is 45p per mile.

**For public transport:** actual costs incurred.

**For travel by taxi:** the cost must not exceed £15 per journey. This should only be used in extreme circumstances.

**5. Criteria for Claims**

- (a) All claims must be submitted to the school office in writing and signed and dated within one month of the expenditure being incurred (except for telephone calls).
- (b) Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- (c) In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

**6. Financial Systems**

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