



September 2017

Marine Park First School

POLICY FOR PAYING GOVERNORS' ALLOWANCES

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. All anticipated expenses over £50 are to obtain prior approval from the Chair or Vice Chair of Governors.

Eligible Expenses

5. Categories of eligible expenditure are as follows:
 - 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;
 - Telephone calls and postage
 - Support for governor with English as a second language
 - Travel
 - Subsistence

Allowance Rates

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

Care Arrangements: Reasonable costs incurred.

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with the North Tyneside Council Authorised Mileage Rate.

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.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from the school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

7. All claims must be submitted to the Governing Body Clerk **on the attached form** within one month of the expenditure being incurred (except for telephone calls).

8. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

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

Financial Systems

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

Governing body: Marine Park First School

Governors' name:

Address:

I claim the total sum of £ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of the above governing body.

I have attached the relevant receipts in support of my claim.

Signed:

Date:

	£
Child care / babysitting	
Care for dependant relative(s)	
Special needs support (eg hearing or visual impairment)	
Support for governor with English as a second language	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total claimed	

This form should be submitted to: ***The School Office***