

Appleton Wiske Community Primary School
Governor Expenses Policy

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 any Associate Members) are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

4. Categories of eligible expenditure are as follows:
 - 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
 - Telephone calls and postage;
 - Travel;
 - Subsistence

Allowance Rates

5. Rates at which allowances are payable are as follows:
 - Care arrangements: Actual costs incurred up to a maximum of three hours paid at minimum wage. In exceptional circumstances such other sum as may be agreed by the Executive Chair of the Governing Body prior to any costs being incurred;
 - Telephone calls and postage: Actual costs incurred;
 - Travel rates: To be determined by the Governing Body.
 - 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 or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority;
 - Subsistence: To be determined by the Governing Body.

Criteria for Claims

6. All claims must be endorsed by the Chair of Governors and submitted to the Head Teacher on the appropriate form within one month of the expenditure being incurred (except for telephone calls).
7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

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

Revised: February 2017

Review date: February 2020

