

SCARCROFT SCHOOL GOVERNING BODY

APPROVED SCHEME FOR GOVERNORS' ALLOWANCES

Rationale

The Governing Body recognises that there may be occasions where governors incur expenses while carrying out their duties. Clear and consistent guidance is set out below to assist in claims being made, where appropriate.

1. The Education (Governors' Allowance) (England) Regulations 2003 allow schools to pay governors' expenses.
2. Governors can only claim for expenses actually incurred for the purpose of enabling them to carry out their duties.
3. The agreement of the Chair of Finance is required prior to any expense being incurred, in cases where governors intend to submit a claim for more than £20.
4. Governors' expenses will be paid from the school's delegated budget and can cover expenditure incurred in childcare/babysitting, care for elderly or dependent relatives, where this cannot be provided by family members.
5. Claims can also be made against telephone, photocopying, postage, stationery, travel and subsistence expenses.
6. Travel and subsistence will be paid in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, or any regulations that currently supersede them, using the current recommended mileage rate.
7. Loss of earnings or attendance allowance cannot be claimed.
8. Honorariums cannot be paid.
9. Allowances are not taxable, as long as payments only reimburse actual expenditure and are available to all categories of governors.
10. Governors' allowances will be audited by the LA and effective financial systems are required for authorising and processing payments. Steps are taken to guard against inappropriate claims.
11. Claims must be submitted on the official form through the school office within 14 days of the costs being incurred. Receipts for the expenditure must be attached.
12. Details of how to make claims will be included in the Governors' Handbook.
13. Payments will be made by cheque from the school's bank account.

SCARCROFT PRIMARY SCHOOL GOVERNING BODY
CLAIM FOR EXPENSES

Name of Governor: _____

Date: _____

Type of claim:

Childcare Travel Admin costs

Details of Expenditure:

Amount Claimed: £ _____ (Receipts to be attached)

Or mileage: _____

For Office Use Only:

Mileage: _____ @ _____ pence per mile = Total £ _____