

WYTON ON THE HILL PRIMARY SCHOOL PAYMENT OF ALLOWANCES TO GOVERNORS

1. This Policy is made under the provisions of The Education (Governors' Allowances) (England) Regulations 2003.

The Regulations define allowances as “payments by way of allowances in respect of expenditure **necessarily incurred** for the purpose of enabling the individual to perform any duty”. This wording will permit governing bodies to reimburse expenditure in addition to travel and subsistence. However, the wording does not permit payment of attendance allowances or financial loss allowances because neither of these will relate to expenditure incurred by individual governors.

2. All monies paid in respect of this Policy will be taken from the School Budget under a separate Budget Heading.
3. There is no expectation that Governors will claim allowances as outlined in this Policy. Claiming allowances will be for an individual’s choice. Any allowances claimed will be subject to the provisions contained in the Policy. Claims made will be treated in confidence.
4. This scheme has been agreed and put in place to reimburse governors for expenses necessarily incurred beyond those associated with their normal attendance at meetings of the governing body or its committees. The Governing body authorizes the Chair (or in his/her absence Vice Chair) and Head to consider and authorize claims prior to the ‘event’ claimed for.
5. Where governors carry out other duties at the specific request of the governing body they may claim reimbursement for travel expenses, necessarily incurred, as follows:
 - (a) Governors may claim full reimbursement, for travel expenses, necessarily incurred, of bus and standard rail fares or car mileage rates as follows:

Inland Revenue Rates as at 1.2.2011

0 to 10,000 miles

car	40p per mile
motorcycle	24p per mile
bicycle	20p per mile

These rates are correct at the time of Policy adoption. They will be reviewed annually.

6. Where governors are performing duties on behalf of the governing body, they may be reimbursed the actual costs of childcare, necessarily incurred, where the governing body has specifically agreed, in advance, for those costs to be incurred.
7. All claims for reimbursement must be in writing and be accompanied by receipts. Claims for car mileage expenses must be accompanied by a record of the opening and closing mileometer reading and the names of any passengers carried. Completed claims should be sent to the Chairman of Governors or the Headteacher.
8. The total amount of allowances paid to governors must be included in an annual financial statement but not the disaggregated expenses of individual governors.