



**SIMON LANGTON**  
**Grammar School for Boys**

## **Governors' Allowances Policy**

<b>Document Owner</b>	<b>Clerk to the Governors</b>
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## MODEL SCHEME 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.

### Eligible Expenses

4. 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
  - Travel
  - Subsistence

### Allowance Rates

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

Care Arrangements: Actual costs incurred, up to a maximum of [\*] per hour; **minimum wage for 16+17 year olds: £4.35; 18-20 years: £6.15; 21-24 years: £7.70; over 25 years: £8.21**

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is **45p (2019)** per mile for cars and vans and **24p (2019)** mile for motorcycles.

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 the cost must not exceed [\*] per journey. **£15?**

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

### **Criteria for Claims**

6. All claims must be submitted to the Head of School on the attached 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.

[\*] The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.