



**St Helens Primary School**

# **Governors' Allowances Policy**

Reviewed by: Strategy Group

On: June 2021

Next review due: June 2023

Chair of Governors Gary Booth

Signature: Gary Booth

# St Helens Primary School

## Governors' Allowances Policy

**Governors may claim allowances in respect of actual expenditure necessarily incurred to enable them to carry out governor duties.**

**Governors may not claim attendance allowances or for loss of earnings**

**All governors and associate members are eligible to claim allowances in accordance with this scheme.**

### **Eligible Expenses**

Categories of eligible expenditure are as follows:

- Care arrangements:
  - Childcare or babysitting expenses, where these are not provided by a relative or partner.
  - Care arrangements for an elderly relative, where these are not provided by a relative or partner
- Telephone calls and postage
- Travel
- Subsistence

### **Allowance Rates**

- Rates at which allowances are payable are as follows:
- Care Arrangements: Actual costs incurred, up to a maximum of £5.00 or £6.50 nursery per hour
- Telephone Calls and Postage: Actual costs incurred
- Travel Rates: By car: In accordance with the HMRC Authorised Mileage up to a maximum of 45p per mile. 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: Reimbursement if work as a governor requires taking meals (ie breakfast, lunch or dinner) away from your school area, and that claims could be made for subsistence if accompanied by a receipt.

### **Making Claims**

- All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, eg bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

## **Financial Systems**

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

## **Tax Liability**

Governors should not have to pay tax on these allowances provided that only actual expenditure is reimbursed. However, if individual governors are in any doubt about any payments attracting a tax liability they should contact the HMRC for advice.

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

**St Helens Primary School Governor Expenses Claim Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim. YES / NO\* (appropriate)

Signed..... Date.....

(\*delete as appropriate)

	£
Childcare/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Travel to meetings/training courses	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	