



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

| | |
|------------------|------------------------|
| Name: | Name of School: |
| Address | Date: |
| Post Code | Claim Period: |

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) | |
| TOTAL EXPENSES CLAIMED | |