



CRESTWOOD
COMMUNITY SCHOOL

Governors' Allowances Policy

Updated: November 2019
Review cycle: 5 years

Crestwood Community 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:
 - > Child care or baby sitting 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 (i.e. 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, e.g. 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.

Crestwood Community 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* (*delete as appropriate)

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

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to:

Julia Hughes, Business Manager, Crestwood Community School