

**Chaddleworth St Andrews and Shefford
Church of England Federated Primary Schools
“Living life in all its fullness”**

Policy and Procedure Statement

**Scheme for paying
Governor Expenses**

Approval: 22.06.22

Revision Due Date: June 2025 or earlier as required

Chaddleworth St. Andrew’s and Shefford CE Primary Schools are committed to enabling all pupils to achieve their full potential. We will do this through developing a love of learning within a creative environment, where everyone aspires towards excellence.

Our specific Christian values are Courage, Compassion, Trust, Friendship, Wisdom and Endurance

Name		Signature	Date
Chair of Governing Board	Jim Hazlewood		
Headteacher	Alison Stephenson		

Revision History

Date	Rev No	Change	Ref Section
28.11.19	1	Inclusion of vision statement	
15.06.22	1	10. Linked policies	

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 Claims will be agreed subject to prior application to and authorisation by the Headteacher.

Allowance Rates

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

Care Arrangements: Actual costs incurred, up to a maximum of £12.00 per hour

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and Vans	45p	25p
Motor cycles	24p	24p

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 £40.00 per journey.

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 Headteacher 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.

10. Linked Policies

Financial management
Anti Money-Laundering
Anti Fraud and Corruption