

Moorside Junior School
Scheme for Paying Governors' Allowances Policy

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Board and its Panels, 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 any Associate Members) are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

4. Categories of eligible expenditure are as follows:
 - 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
 - 'Other' expenses will be considered.

Allowance Rates

5. Rates at which allowances are payable are as follows:
 - Care arrangements: Actual costs incurred up to a maximum of £5 per hour.
In exceptional circumstances such other sum as may be agreed by the Chair of the Governing Board prior to any costs being incurred;
 - Telephone calls and postage
 - Travel rates: In accordance with NYCC travel policy.
 - 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 or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority;
 - Subsistence: to be determined by the Governing Board.

Criteria for Claims

6. All claims must be submitted to the School Office on the appropriate 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.

Moorside Junior School Claims Form

Name:	Moorside Infant 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.

Signed.....

	£	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		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the School Office