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<b>Signed By:</b>
<b>Approval Committee: Governing Body</b>



**GILLINGHAM SCHOOL**  
**Hardings Lane, Gillingham**  
**Dorset SP8 4QP**

**SCHEME FOR PAYING**  
**GOVERNORS' ALLOWANCES**

## **Scheme for Paying Governors' Allowances**

*This example comes from Buckinghamshire County Council and is reproduced with permission. Your school will need to produce an expenses claim form for governors.*

### **Overview**

- Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body
- Governors may not claim for actual or potential loss of earnings or income
- All governors and associate members are eligible to claim allowances in accordance with this scheme

### **Eligible Expenses**

Categories of eligible expenditure are as follows

- Telephone calls and postage
- Travel
- Subsistence
- 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 – receipts should be provided*

### **Allowance Rates**

Rates at which allowances are payable are as follows:

Telephone Calls and Postage:      Actual costs incurred.

Travel Rates:                              In accordance with current authorised rates – for guidance speak to the DCC travel team.

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 [\*] per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals away from your school area, reimbursement will be made for the food and non-alcoholic drinks bought on the day claimed.

Care Arrangements: Actual costs incurred, up to a maximum of [\*] per hour

### **Criteria for Claims**

- All claims must be submitted to the head teacher 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, child care invoice or 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

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