

Last review: September 2025

Review date: September 2026

Signed By: Clerk

Approval Committee: Governing Body



# **SCHEME FOR PAYING GOVERNORS' ALLOWANCES**

Gillingham School

Hardings Lane, Gillingham,

Dorset, SP8 4QP

The policy for reimbursement of expenses is statutory and reviewed every year in September. It may be argued that all Governors have a pecuniary interest in the allowances they are going to vote themselves. The LA maintains that any individual Governor's claim cannot be discussed whilst they are in the room. The policy is comprehensive so that there is no need for approval of individual claims by the Governing Body.

Governors can claim allowances in respect of actual expenditure incurred whilst attending meetings of the GB and its committees undertaking Governor development and otherwise on behalf of the Governing Body, including any training courses set up by the Local Authority or other agencies. All Governors are eligible to claim reimbursement in accordance with this policy. Governors must not feel obliged to carry out the work of the Governing Body without claiming expenses.

Categories of eligible expenditure are telephone calls and postage; travel and parking; photocopying and stationery. The principle is that only actual expenses may be reimbursed. No other reimbursement of expenditure is allowed, for example no childcare or baby-sitting expenses, or care arrangements for an elderly or dependent relative, or claims for actual or potential loss of earnings or income.

#### *Rates of allowance*

- actual incurred costs of telephone calls (itemised telephone account identifying relevant calls to provide proof) and postage.
- For public transport, actual costs incurred, limited to the cost of second class fares. Taxi fares must not exceed the actual cost per journey. Claims must be supported by written claims with tickets or receipts. Mileage claims will be reimbursed at 75 per cent of the Local Authority's mileage allowance. Claims must be supported by written claims giving the odometer reading for the most direct route.

The method of claiming will be on a form obtainable from the School Finance Office which must be counter-signed by an appropriate member of staff, because payment will be made from the school's delegated budget.

Claims must be made promptly, certainly before 28 February, to coincide with the end of the financial year.

Approved by the Board via the Strategic Plan QAT Objective 2 on 24 September 2024