

# Hannah Ball School

## Paying Governors' Allowances

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### INTRODUCTION

All governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing board and its committees, undertaking governor development and otherwise acting on behalf of the governing board.

**N.B.** Governors may not claim for actual or potential loss of earnings or income.

### FINANCIAL SYSTEMS

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

### CRITERIA FOR CLAIMS

- To be discussed in confidence with the Chair of Governors prior to any expenditure.
- All claims must be submitted to the Headteacher of the School using the recognised claim form, within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. public transport tickets, telephone bills (an itemised bill identifying the relevant call), car parking receipts.
- Allowance for travel cannot exceed the HMRC authorised mileage rates.

### ELIGIBLE EXPENSES

Categories of eligible expenditure are as follows:

- Care arrangements:
  - For children (childcare or babysitting expenses), where these are not provided by a relative or partner
  - For an elderly or dependent relative, where these are not provided by a relative or partner
- Telephone calls, postage
- Travel

### ALLOWANCE RATES

- Care Arrangements: Actual costs incurred, up to a maximum of (suggested in line with current Living or Minimum wage)
- Telephone, Postage: Actual costs incurred
- Travel:
  - Mileage: In accordance with the HMRC Authorised Mileage Rates
  - Public transport: Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares.

Rates to be agreed at a full governing board meeting.

### REVIEW

This policy will be reviewed annually by the Governing Board.