

## APPLETREE NURSERY SCHOOL

### GOVERNORS' ALLOWANCES

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 in accordance with the Education (Governors Allowance) Regulations 2003.
2. Governors cannot be paid attendance allowance or for any loss of earnings.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.
4. All such payments will be paid from the school's delegated budget, and therefore subject to the same budgetary control, authorisation, and audit arrangements as other items of official expenditure.

#### Eligible Expenses

5. 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.

#### Allowance Rates/Reimbursement

6. Rates at which allowances/reimbursements are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum of £20 per hour for the care of a child (under 14 years) or an elderly or dependent relative requiring full time care. For the purposes of this policy, carer is identified as anyone other than an existing or former spouse or partner, a responsible person who normally lives in the family home.

**Travel Rates:** Where the return journey from home to school by the shortest practicable route exceeds 3 miles travelling expenses for the excess mileage will be payable at the approved teachers mileage rate determined by the LEA.

If travel is undertaken by means of public transport, actual expenditure will be reimbursed. However, where more than one class of fare is available, the rate shall be limited to standard-class fares.

**Subsistence:** Under normal circumstances no expenses will be provided for subsistence. However, if additional expenses are incurred because work as a governor requires taking meals (ie breakfast, lunch or dinner) away from school reimbursement will be made for the food/drink items bought on the day claimed up to a maximum of £25.

### **Criteria for Claims**

7. All claims must be authorised by the Chair, Head or School Business Manager and submitted to school by the end of each term. Claims for travel and subsistence expenses outstanding for more than six months will not be accepted.
8. Receipts/Invoices must be supplied to support claims for reimbursement.
9. In the case of telephone calls, an itemised phone bill should be provided identifying the relevant calls.

### **Financial Systems**

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