



Synergy Schools

Scheme for Paying Governors' Allowances Policy

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Success Criteria for review completion		Responsibility	Dr Eardley (Chair)
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Date of Policy Adoption by Governing Body		Signed	
13 th June 2019			
Method of Communication (e.g. Website, Noticeboard, etc)			
Email			

1. The Governing Body of Synergy Schools believes this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the Community. This policy applies equally to all categories of Governor.
2. The role of a School Governor is a voluntary one and as such Governors cannot be paid for this role. However they 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.
3. Governors may not claim for actual or potential loss of earnings or income.
4. All Governors (and any Associate Members) are eligible to claim allowances in accordance with this scheme.



Eligible Expenses

5. Categories of eligible expenditure are as follows:

- Child care or babysitting 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
- Costs incurred because a Governor has special needs

Allowance Rates

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

- Care arrangements: Actual costs incurred up to a maximum of **£10 per hour**. In exceptional circumstances such other sum as may be agreed by the Executive Chair of the Governing Body prior to any costs being incurred;
- Telephone calls and postage: Actual costs incurred;
- Travel rates: Mileage rate is £0.42 per mile;
- 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: Reimbursement will be limited to the amount shown on the receipt.



Criteria for Claims

7. All claims must be submitted to the Executive Headteacher on the appropriate form within one month of the expenditure being incurred (except for telephone calls).
8. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
9. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

10. The Schools' normal systems for authorising and processing payments will apply to claims made under this scheme.
11. Expenses payments made to Governors are not liable to tax as long as only actual expenditure is reimbursed.