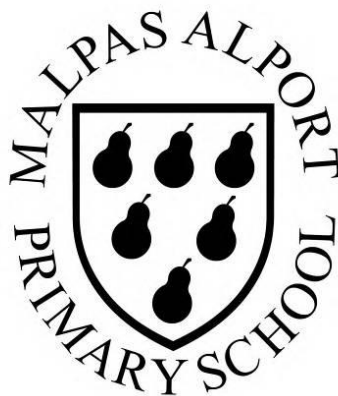


MALPAS ALPORT ENDOWED PRIMARY SCHOOL



GOVERNOR ALLOWANCES

Approved by:	Full Governing Body
Date:	Spring 2023
Review Cycle:	Recommended annually
Next Review:	Spring 2024

Head Teacher: *Mrs Nic Wetton*

Chairman of Governors: *Mr Arwyn Jones*

SCHEME FOR PAYING GOVERNORS' ALLOWANCES

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 of Malpas Alport Endowed Primary School

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:

- 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

Rates at which allowances are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum of £10 per hour.

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 46.9p per mile for cars and vans.

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 £20 per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

All claims must be submitted to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till 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. Payments will be made from the school's delegated budget.

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