

Blue Sky  
Federation



## GOVERNOR ALLOWANCE POLICY

Formally adopted by the Governing Body of	Blue Sky Federation
On	28.03.19
Chair of Governors	<i>[Signature]</i>
Executive Head Teacher	<i>[Signature]</i>
Last updated	March 2019
Review	March 2021

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.
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.
4. Eligible Expenses: Categories of eligible expenditure are as follows:
  - 4.1 **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.
  - 4.2 **Telephone calls and postage** (normally all postage will go through the school)
  - 4.3 **Travel**
5. Allowance rates: - rates at which allowances are payable are as follows:-
  - 5.1 Care Arrangements: Actual costs incurred, up to a maximum of £5 per hour. This excludes care provided by an existing or former partner or by a responsible person who normally lives in the family home, as those individuals would normally expect to play some part in caring for a child or other relative.
  - 5.2 Telephone Calls and Postage: Actual costs incurred.
  - 5.3 Travel Rates:
    - 5.3.1 For travel by car the mileage rate is as stipulated on NCC Employee Business Travel Rates (P304a).
    - 5.3.2 For public transport, actual costs incurred.
    - 5.3.3 For travel by taxi the cost must not exceed £10 per journey. This should only be used in extreme circumstances.
6. Criteria for Claims:
  - 6.1 All claims must be submitted to the school office in writing and signed and dated within one month of the expenditure being incurred (except for telephone calls).
  - 6.2 Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, fill receipt.
  - 6.3 In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
7. Financial Systems
  - 7.1 The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

