

Worlingham CEVC Primary School

GOVERNORS' ALLOWANCES

*Like a tree firmly planted by streams of living water we will grow
in knowledge, love, faith and wisdom. Based on Psalm 1:3*



The Governing Body of Worlingham CEVC Primary School adopted the following scheme for the payment of allowances for expenditure necessarily incurred for the purpose of enabling members of the Governing Body and associate members to perform any duty as a Governor or as an associate member. These payments will either be for travel expenses incurred through the use of a private car, pedal cycle or motorcycle, or for expenditure allowed within the Scheme on provision of a receipt for the relevant amount, at a rate determined by the Governing Body.

Travel

Travel expenses will be paid for the following categories or journey only;

- To specific Governor training events, as agreed by the Governing Body.
Payment will be on a petrol-only basis, at the current Suffolk County Council Leased Car Rate for cars of 1200cc and above (as amended from time to time by the County Council). This rate is to be paid regardless of the actual capacity of the car.

Other Allowances

Payment will be made in respect of the following expenses;

- Child care or babysitting arrangements:
Payment will be at a reasonable appropriate rate but not more than the current national minimum wage per hour, unless care is being provided by an existing or former partner, or by a responsible person who normally lives in the family home as these individuals would normally expect to play some part in caring for the child.
- Care arrangements for an elderly or dependant relative:
will be at a reasonable appropriate rate but not more than the current national minimum per hour unless care is being provided by an existing or former partner, or by a responsible person who normally lives in the family home as these individuals would normally expect to play some part in caring for the relative.
- Telephone charges, photocopying, stationery, etc:
Payment will be made to the value of the amount of the receipt in respect of photocopying, postage stamps or stationery. An itemised bill should be present in support of a claim for payment for telephone calls.
- Support for governors whose first language is not English (e.g. Translations):
The Governing Body will consider appropriate support for individual cases as they arise.
- Subsistence: The Governing Body will not adopt a subsistence scheme, but will, on appropriate occasions, provide refreshments for particular meetings. On such occasions, and by specific prior agreement of the Governing Body, the actual cost of such refreshments will be charged to the school budget as Governors' expenses.

Expenses Claims

Expenses are available to all Governors and associate members who submit a valid claim on the form provided. A receipt must be provided in respect of any claim for allowances other than travel expenses incurred through the use of a private car, pedal cycle or motorcycle. The Chairman of Governors will endorse each claim (other than claims for his/her own expenses which will be endorsed by the Vice-Chairman of Governors) and payment will be made through the school office, which will maintain records of all such payments for each financial year.

V2-NOVEMBER 2019