

**NORTH YORKSHIRE COUNTY COUNCIL  
CHILDREN AND YOUNG PEOPLE'S SERVICE**

**SCALBY SCHOOL**

**GOVERNORS' ALLOWANCES POLICY**

The Governing Body referred to in this document will be taken to mean the IEB, until such time as a new Governing Body is established.

**HISTORY OF DOCUMENT**

<b>Issue No.</b>	<b>Author</b>	<b>Date Written</b>	<b>Approved by Governors</b>	<b>Comments</b>
<b>1</b>	<b>NYCC</b>	<b>April 2006</b>	<b>7.10.09</b>	
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## 1. Introduction

1.1 Under the Education (Governors' Allowances) (England) Regulations 2003, Governing Bodies may establish schemes for the payment of expenses from the delegated budget to Governors (including associate members) for any expenditure necessarily incurred by individual governors/associate members to enable them to carry out governor/associate member duties. Any scheme must be adopted by the governing body and adoption formally recorded in its minutes before expenses are payable.

1.2 The Regulations allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty". The Regulations are not specific, allowing individual governing bodies to decide what should be eligible, but examples include:-

- ♦ Child care or baby sitting expenses.
- ♦ Care arrangements for elderly or dependent relative.
- ♦ Support for Governors with special needs (e.g. audio equipment).
- ♦ Support for Governors whose first language is not English (e.g. translations).
- ♦ Travelling expenses (see paragraph 1.3 below).

The Regulations do not allow Governors to be paid attendance allowance or for loss of earnings. The Governor must have actually incurred expenditure for which he or she is being reimbursed.

1.3 Travelling expense payments are limited to either the reimbursement of public transport costs (standard class if rail travel is involved) or mileage payments payable at no more than the mileage rate for teachers as detailed in Appendix 5 to Chapter 8 of the School Finance Manual. If payments are made for subsistence these are also subject to statutory limits. Details of limits are available from the Internal Audit Service.

1.4 So long as payments reimburse actual expenditure they are not taxable. However, tax liabilities may arise on mileage payments if Governors are paid more than the Inland Revenue approved mileage rates, which currently stand at 40p per mile.

1.5 Claims may be submitted on claim forms devised by school for this use.

1.6 All planned expenditure should be agreed by the Chair of Governors in advance of making a claim, and all claims should be approved by the Chair of Governors. In the case of claims made by the Chair of Governors, these should be approved by the Vice Chair of the Governing Body.

## Appendix to Governors allowances Policy

### Eligible Expenses

1. Categories of eligible expenditure are as follows:
  - 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

2. 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 Chair of the Board prior to any costs being incurred;
  - Telephone calls and postage: Actual costs incurred;
  - Travel rates: 40 pence per mile for use of private car.
  - 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:
    - Breakfast – when a journey commences before 7.30 am - £6.50
    - Lunch – when a journey commences before 12 noon and continues after 2.00 pm - £9.00;
    - Tea – when the absence continues after 6.30 pm - £3.50;
    - Dinner – when the absence continues after 8.30 pm - £11.00

If the absence continues after 8.30 pm and the Dinner allowance is claimed then the tea allowance cannot be claimed.