



CALDEW SCHOOL

GOVERNORS' ALLOWANCES POLICY

*Policy legally required
Reviewed under Full Governing Body
Reviewed annually
Adopted: September 2015
Next review: September 2018*

No person should be denied the opportunity to be part of the Governing Body for financial reasons.

Allowances for travel and subsistence should be available to governors of the school when on business authorised by, and carried out on behalf of, the Governing Body of Caldew School, other than Governors' Full Board and Committee meetings.

Prior consent must be obtained from the Chair of Governors before participating in events that would result in the payment of travel and / or subsistence allowances.

It is the intention of the Governing Body that expenses should be made available to lay and independent members serving on Appeals Committees.

Examples of eligible expenses necessary incurred are:

Travel and subsistence (see details below)
Child care or babysitting expenses
Support for Governors with special needs (e.g. audio equipment)
Telephones charges, photocopying, stationery etc

This is not intended to be an exhaustive list.

Travel and Subsistence

Category	Allowance
1. Car Allowance	40p per mile

Transport should be shared wherever possible. Claims should detail the date and purpose of the journey and the mileage.

2. Public Transport	Actual cost of tickets, ordinary second class or cheaper fare plus any reservation fee.
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Claims should detail the date and purpose of the journey and be supported by a ticket or receipt.

3. Subsistence Actual cost of meals and accommodation up to the current maximum allowances approved by the Secretary of State for the Environment for Local Authority members.

It is expected that claims will be reasonable and they should detail the date and purpose of the journey and be supported by receipts.

These allowances do not exceed those approved by the Secretary of State for the Environment for Local Authority members and can be updated without the Secretary of State for Education's approval.

An annual report will be provided to the Finance & General Purpose Committee at each year end to examine a summary of claims received, authorised and paid.