



Governors' Allowances Policy

Revised: February 2018

Review date: February 2020

Signed: _____

Signed: _____

Chair of Governors

Headteacher

Governors do not claim expense at Joydens Wood Junior School. However, should an exceptional circumstance arise, the following procedure will apply

The payment of allowances or reimbursement of costs incurred by any other Governor requires the approval of the Chair of the Governing Body before payment. The payment of any allowance or reimbursement of costs incurred by the Chair of the Governing Body requires the approval of the Head Teacher and the Finance Governor before payment. Above £100 the approval must come from the Full Governing Body. Payment of allowances or costs to any Governor shall be reported to the Governing Body on an annual basis.

Monitoring arrangements

This policy will be reviewed annually by the Governing Body. Any amendments will be presented at a meeting of the full Governing Body.

Appendix 1: Governor Claim Form

Joydens Wood Junior School

Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to T. Walker / J. Watson along with any relevant receipts.

The form should be submitted within 7 days of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p