



**Ham Drive Nursery School and
Day Care**



Policy for Governors' Expenses

1. Whilst acknowledging that some Governors do not wish to claim expenses from the school budget, 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. It is a legal requirement that details of Governors' expenses are declared in the Governing Body Minutes
5. Governors are encouraged to claim for travel to and from LA Governor Training courses as this does not come from the school budget. Governors may claim for essential expenses approved in advance and incurred for any approved course or meeting beyond the Local Authority area.

Eligible Expenses

6. Categories of eligible expenditure are as follows:
 - ❖ 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
 - ❖ Telephone calls and postage
 - ❖ Travel from their registered address to and from school
 - ❖ Subsistence
 - ❖ Extra costs incurred by governors because they have special needs or because English is not their first language

Plymouth Nursery Schools Federation

Rates

7. Rates at which allowances are payable are as follows:
- ❖ Care Arrangements: Actual costs incurred
 - ❖ Telephone Calls and Postage: Actual costs incurred.
 - ❖ Travel Rates: £0.40p per mile (Not to exceed the Inland Revenue Authorised Mileage Rate, which is 40p per mile for cars and vans and 24p mile for motorcycles).
 - ❖ 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 the fare will be reimbursed at cost/or to a maximum of £10
 - ❖ Subsistence If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

8. All claims must be submitted to the School Administrator within two weeks of the expenditure being incurred
9. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
10. In the case of telephone calls, an itemised phone bill will be required, identifying the relevant calls.
11. All claims must be approved by the Chair of Governors and reported termly to the Finance Committee.
12. Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent.

Financial Systems

13. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.
14. The Governing Body annually review this policy at the Business meeting of the Governing Body at the start of each Academic Year.

Signed Chair:.....

Signed Headteacher:.....

Date:.....

Plymouth Nursery Schools Federation

Ham Drive Nursery

Governor Claim Form

Name: _____

Address: _____

Postcode _____

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

Sum	Details