



Hovingham CE (VC) Primary School



Governors' Allowances

1. All Governors (and any Associate Members) are eligible to claim allowances in accordance with this scheme.
2. Governors may claim the following allowances in respect of expenditure incurred whilst undertaking governor training and development, or otherwise acting on behalf of the Governing Body.
3. Governors may not claim any expenses in respect of expenditure incurred in order to attend Governing Body meetings or associated committee meetings unless a member of the governing body is unable to continue their commitment to the school, or if a prospective governor is unable to take up a position, due to the lack of financial support provided.

Eligible Expenses

- Travel – Mileage may be claimed at the standard North Yorkshire County Council rate (currently 40p per mile) excluding the first 30 miles of any 1 journey.
- Public Transport – Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares.
- In the case of point 3 above - actual costs of care for dependents may be considered.

Criteria for Claims

- All claims must be submitted to the School Business Manager on the appropriate form (T6B) within one month of the expenditure being incurred. All mileage claims must be accompanied by a VAT fuel receipt.

Financial Systems

- The Schools' normal systems for authorising and processing payments will apply to claims made under this scheme.