



Governors Allowances (schemes for paying)

Date Agreed	October 2021
SLT	Rob O'Halloran
Committee	Staffing & Resources
Review Date	Autumn 2022

Introduction

Deptford Green School recognises the valuable contribution made by the members of the Governing Body to the well-being and running of the school.

The school acknowledges that school Governors' contributions are made on a voluntary basis.

In order for those who have either caring or parenting responsibilities to feel free to participate, the school wishes to reimburse Governors for actual incidental expenditure incurred for care arrangements not provided by a partner.

All Governors are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

Categories of eligible expenditure are as follows:

1. **Care arrangements:** Child care or babysitting expenses, where these are not provided by a partner.
2. **Care arrangements for an elderly or dependent relative,** where these are not provided by a partner
3. **Telephone calls and postage**
4. **Travel**

Deptford Green School Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings and committees of the Governing Body, undertaking governor development, and otherwise acting on behalf of the Governing Body:

Governors may not, however, claim for actual or potential loss of earnings or income.

General Criteria for Claims

1. All claims itemised on the school faster payments form (appendix 1), which must be submitted to the school finance officer no later than 28 days after the expenditure being incurred.
2. Receipts **MUST** be supplied to support claims for reimbursement, e.g. bus ticket, taxi receipt, till receipt etc.
3. In the case of telephone calls, an itemised phone bill should be provided identifying the relevant calls.
4. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.



Faster Payment Form

Name.....

Bank Name.....

Account Name.....

Account Number.....

Sort Code.....

Signature.....Date.....