

## **Conatus Federation Governors' Allowances Policy**

The Governing Body has agreed that expenses incurred by Governors may be reimbursed.

All legitimate out of pocket expenses incurred by Governors to enable them to carry out Governor duties can be included. Expenditure will be met from the delegated budget.

### **Governors' allowances may be paid for:**

- all meetings of the full governing body and its committees
- all School visits
- any business conducted on behalf of the Governing body or its committees
- attendance at Governor training
- any other circumstances authorised by the Chair

Only the actual costs incurred will be paid, although in the case of use of private vehicle, the rates of mileage to be paid will not exceed the Inland Revenue Authorised Mileage Rates.

<http://www.hmrc.gov.uk/mileage/>

### **Eligible expenses**

These will include:

- Child care or baby-sitting expenses.
- Care arrangements for an elderly or dependant relative
- Translators
- Support for Governors with special needs
- Telephone charges, postage, photocopying, stationery etc.
- Travel
- Subsistence (reimbursement for meals that would not otherwise have been bought)
- Other expenses authorised by the Chair

Reimbursement cannot be made in respect of an attendance allowance or for loss of earnings.

[Child care payments must not exceed the hourly rate paid to a classroom assistant at the school].

Claims for expenses should be submitted to the Chair of Resources Committee (or Chair of the Governing Body) with appropriate receipts showing costs incurred for ratification prior to payment through the school's accounting arrangements.

### **Confirmation the Governors Allowances policy in respect of the Conatus Federation has been discussed by the Governing Body**

Chair of Governors: ..... Date: .....  
(Conatus Federation)

Executive Headteacher: ..... Date: .....

**Reviewed September 2022  
To be reviewed Autumn 2023**