



**Woodlane High School**

achieving success in a nurturing environment

# **Governor Allowance Scheme Policy**

**Updated: January 2025**

**Next Update: January 2028**

**Du Cane Road London W12 0TN**

**Tel: 0208 743 5668 | Fax: 0208 743 9138**

**Headteacher: Claire Maynard | E-mail: [admin@woodlane.lbhf.sch.uk](mailto:admin@woodlane.lbhf.sch.uk)**

**Web: [www.woodlane.lbhf.sch.uk](http://www.woodlane.lbhf.sch.uk)**

1. The Governing Body has made a scheme for the payment of governor allowances, to all school governors and associate members in the performance of approved duties.
2. This applies from January 2025 to Governors of Woodlane High School only.

### 3. **Approved Duty**

Attendance at the following meetings will be considered an approved duty for the purpose of considering claims for expenses:

- a) Ordinary and special meetings of the Governing Body
- b) Meetings of committees of the Governing Body
- c) The shortlisting and interviewing of candidates for appointments as Headteacher/Deputy Headteacher of the school or other recruitment activity
- d) Formal governor visits

4. A Governor is only entitled to receive payment by way of travelling or other allowances where out of pocket expenditure, including childcare, is incurred for the purpose of performing an approved duty as a Governor of the school.
5. The rate of the travelling allowance will be as specified in this scheme. Childcare allowances will be paid at the rate of the actual charge made.
6. The Governing Body will keep a record of any payments made, specifying the name of the recipient, the amount, and the nature of the payment. This will be open to the public.

### **Travelling Expenses**

Standard class public transport.

Taxi fares are payable **only** if the taxi was used due to a disability.

### **Other Expenses**

Childcare allowances paid at the hourly rate charged. This must be agreed in advance with the headteacher or SBM.

### **Notes on Payment**

**Important.** All claims must be submitted by the end of each term. Claims for travelling expenses more than six months outstanding will not be accepted. Claims for travel and childcare must be accompanied by invoices/receipts.

Governors should obtain a petty cash form from the school office and send expense claims and receipts to the Chair of Governors for certification (or in the case of a claim by the Chair of Governors, the Chair of Finance), and then the Headteacher for authorisation and payment.