
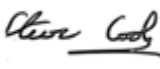




Governors' Allowances Policy

Approved by	
Name:	Clem Coady Steve Cook
Position:	Head Teacher Chair of Governors
Signed:	 
Date:	13 June 2024
Proposed review date:	September 2027

'Living and learning together to care for each other and our world.'

REVIEW SHEET

Each entry in the table below summarises the changes made to this document since the last review.

Version Number	Version Description	Date of Revision
1	Original	Apr 2013
2	Changes to reflect the School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013.	Oct 2015
3	Minor updates to remove references to the Education (Governors' Allowances) (England) Regulations 2003 which have been revoked.	Sept 2018
4	Reviewed – Links checked	Sept 2018
5	Personalised & updated.	23/01/2023
6	Checked and confirmed to remain unchanged	17/01/2024
7	Checked and personalised.	13/06/2024

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POLICY FOR PAYING GOVERNORS' ALLOWANCES

1. Introduction

The purpose of this Policy is to ensure that anyone, (irrespective of their personal financial circumstances) is able to become a School Governor. Many governors choose not to claim allowances, but this Policy enables them to do so, if required.

This policy statement has been developed in accordance with [The School Governance \(Roles, Procedures and Allowances\) \(England\) \(Amendment\) Regulations 2013](#). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

School governors provide a voluntary service, and cannot be paid for their role as a governor. However, they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the [HMRC approved mileage rates](#) which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The School believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

1. 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. Governors may not be paid attendance allowance.
4. All governors and associate members are eligible to claim allowances in accordance with this scheme.

2. Eligible expenses

Categories of eligible expenditure are as follows:	
Care arrangements	<ul style="list-style-type: none">• 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, postage, stationery	
Travel	
Subsistence	
Other	The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

Note: Photocopying is excluded from the above list of eligible items, because this can be done in School.

3. Allowance rates

Rates at which allowances are payable are as follows:	
Care arrangements	Actual costs incurred, up to a maximum of £10 per hour.
Telephone calls, postage, stationery	Actual costs incurred.
Travel	<ul style="list-style-type: none">• The cost of travel relating only to travel to meetings/ training courses.• In accordance with HMRC approved mileage rates, which is 45p per mile for the first 10,000 miles and 25p above 10,000 for cars and vans, 24p per mile for motorcycles and 20p for bicycles.• 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.
Subsistence	<ul style="list-style-type: none">• 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.
Other	Actual costs incurred.

4. Criteria for claims

- All claims must be submitted to the Chair of Governors on the attached claims form within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- Once authorised, the Chair of Governors will pass the completed claim form to the school's Office Manager for payment to be made.

5. Financial systems

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

6. Further guidance

Further guidance can be found at:

- [The DfE 'The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013 –Departmental Advice for School Leaders and Governing Bodies of Maintained Schools and Management Committees of PRUs in England'](#), January 2014

GOVERNORS' ALLOWANCES – CLAIM FORM

Name:	
Full Address:	
Claim Period:	



Expenses for:	Amount Claimed £
Child care/baby-sitting expenses	
Care arrangements for an elderly or dependent relative	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training	
Telephone Charges	
Postage	
Stationery	
Support for governors with special needs	
Support for governors whose first language is not English	
Other <i>(please specify)</i>	
TOTAL EXPENSES CLAIMED:	£

I claim the governor expenses as detailed above, and have attached relevant receipts to support my claim.			
Signed:	Governor:	Date:	/ /
Authorised:	Chair of Governors:	Date:	/ /
Processed:	Office Manager:	Date:	/ /

This form should be submitted to the Chair of Governors within one month of the date the expenses were incurred.