Governor Allowances & Expenses

Date reviewed and approved by Governing Body: November 2023

Review period: Annually

Next review due: November 2024

Contents

1. Aims

The governing body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that Governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 73) says that bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to body members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3.   Overview

Members of the governing body may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing body may claim allowances by completing a claim form (see appendix 1) and submitting it to the School Business Manager.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing body may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governor responsible for finance **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4.   Monitoring arrangements

This policy will be reviewed annually by the FGB. Any amendments will be presented at a meeting of the full governing body.

5.   Equality Review

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

6.   Links with other policies

- Governors code of conduct

Appendix 1: Governor claim form

Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____   Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the School Business Manager along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.

Appendix 2: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

Tax: rates per business mile

	First 10,000 miles	Above 10,000 miles
Cars and vans	45p (40p before 2011 to 2012)	25p
Motorcycles	24p	24p
Bikes	20p	20p