

Rainow Primary School

Caring, Learning, Achieving.

Governors' Allowances Policy

Members of staff responsible:	Headteacher
Governor Committee:	Finance
Date policy approved:	Aut 25
Date policy to be reviewed:	Aut 26

1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members 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 [Maintained Schools Governance Guide](#) (section 4.11.1) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board 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 board 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 board may claim allowances by completing a claim form (see appendix 1) and submitting it to the school office.

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 board 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 governing board **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).

Points to note:

TRANSPORT

- the actual cost of public transport (including bus and train fares) and tolls for bridges or ferries;
- the cost of car parking;
- Taxi fares.

SUBSISTENCE

Subsistence allowances are not attendance allowances, the payment of which would be unlawful. Governors may claim subsistence for duties carried out at other locations away from school.

CHILDCARE

Governors may claim an allowance for childcare costs incurred on approved duties, excluding payments to a current or former spouse or partner. The allowance will be the actual expenses incurred.

SPECIFIC NEEDS

Governors may claim an allowance for costs relating to specific needs incurred on approved duties.

These may include

- support for the cost of a signer
- audio equipment
- Braille transcription

OTHER NEEDS

- Governors may claim an allowance for costs relating to other needs (for example where their first language is not English). These may include translation of documents.

4. CLAIMING

The claimant should complete and sign the form (Appendix 1) and send to the Chair who will pass on to the school office.

The Chair is responsible for:

- verifying entitlement to the claim (i.e. that the claim relates to approved duties and that the claimant did attend)
- affirming that the claim seems reasonable (in conjunction with the Head)
- certifying the claim and forwarding it to the School Business Manager who will arrange payment and maintain a record of claims which helps the Governing Body to exercise budgetary control and meet any requirement to report information about expenditure on governors' expenses.

Unless substantial sums are involved, governors should claim termly in arrears.

Appendix 1: Governor Claim Form

Rainow Primary School

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 Chair of Governors along with any relevant receipts.

The form should be submitted within one month 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](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p