



# LEAGRAVE PRIMARY SCHOOL

'Striving for Excellence, Learning for Life'

## Governor Allowances Policy

### Ratified by Governors

Date: December 2023

Document Status	
Date of Origin	2020
Revised	-
Version	3
Review requirements	Annually
Date of next Review	December 2024
Approval Body	Governing Body
Publication	School Website/ Staff Pack

**STATUTORY**

## **Aims**

This policy has been created with the aim of ensuring all governors, and non-governors who are members of the governing body, receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing duty.

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.

## **Legislation and guidance**

The Governance Handbook (October 2020, section 4.7.1, paragraph 73) allows boards in maintained schools with a delegated budget to choose whether or not to pay allowances to members of the governing body. 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 School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

## **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 clerk.

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 (excluding payments to a current / former spouse or partner)
- Care for elderly or dependent relatives (excluding payments to a current / former spouse or partner)
- 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 Chair (or Vice Chair, in respect of Chair claims) **before** they are incurred.

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

## **Making a claim**

To minimise administrative burden for the school, governors should claim in arrears on a termly basis, unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form (Appendix 1) and should be authorised by either the Chair of Finance Committee or Headteacher, and submitted to the school office for payment.

All claims will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit, as is all school expenditure. If claims appear to be excessive or inconsistent, the Chair of Governors / Finance Committee may ask for further details and can require that all or part of a claim is repaid.

### **Monitoring arrangements**

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



**Governor Allowances Claim Form (Part 1)**

<b>Name</b>	
<b>Address</b>	
<b>Claim Period</b>	

I claim the total sum of £\_\_\_\_\_ for governor expenses, as detailed below.

I have attached relevant receipts to support my claim.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Expenditure Type</b>	<b>Date / Details of Expenditure</b>	<b>£</b>
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)		

<b>Total Expenses claimed</b>	£ _____
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This form should be submitted to the Clerk to Governors along with any relevant receipts.



## Governor Allowances Claim Form (Part 2)

To be completed once authorisation of the claim has been approved.

I certify that the expenses detailed on part 1 of the claim form are actual and necessary, and confirm that payment has been received.

<b>Signature of Governor</b>		<b>Date</b>
<b>Signature of Headteacher / Chair of Finance Committee</b>		<b>Date</b>
<b>Reimbursed by</b>		<b>Date</b>

<b>Duty of Service e.g. childcare etc.</b>	
<b>Name</b>	
<b>Amount Received (£)</b>	
<b>Signature</b>	
<b>Date</b>	



## **Approved Mileage Rates**

The table below shows HM Revenue and Customs (HMRC) current approved mileage rates, which are published on the HMRC website.

<b>Type of vehicle</b>	<b>First 10,000 miles</b>	<b>Above 10,000 miles</b>
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p