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| Governors' Allowance Policy | Issued: October 2020 |
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| APPROVAL BY | RESOURCES COMMITTEE |

Governors' Allowance Policy

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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 Governors Handbook which 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 School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6 [1].

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 Business Manager (SBM) Alfred Street, Rushden, Northants.

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 should be researched for cost effective options and should be agreed by the Chair of Governors in liaison with the Head teacher.
- 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 of Governors **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 every two years by the Governing Body. Any amendments will be presented at a meeting of the full governing board.

5. References

- [1] legislation.gov.uk, "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013," 2013. [Online]. Available: <https://www.legislation.gov.uk/ukxi/2013/1624/part/6/made>. [Accessed 9 March 2020].

Appendix 1. Governor claim form

Alfred Street Junior School

Governor claim form

Name:

Address:
.....
.....

Claim period: to

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 SBM along with any relevant receipts.

The form should be submitted within 7 days 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 |

Appendix 3. Governor allowances and expenses checklist

Schools that have agreed to pay governor allowances and expenses must do so in line with a policy.

This checklist may help you when creating or reviewing your school's policy. For more detail on the procedures to follow the Governors Handbook.

| WHAT TO INCLUDE | TIPS |
|---|--|
| <input type="checkbox"/> Introduction to the policy | <p>The policy could explain that the governing board has decided to pay reasonable expenses from the school's delegated budget to support governors.</p> <p>You could also explain the rationale behind paying allowances, for example to ensure equality of opportunity to serve as governors among all members of the community.</p> |
| <input type="checkbox"/> Reasons why allowances may be paid | <p>The policy could set out what governors should be able to claim for. You may also wish to point out that allowances will be paid in arrears, on a case by case basis and with the prior approval of the governing board.</p> |
| <input type="checkbox"/> Restrictions on payments | <p>The policy could clarify that payments may only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor, and that it does not include an attendance allowance, or payment to cover loss of earnings.</p> <p>The policy could also point out that travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and can be found on the HMRC website.</p> |
| <input type="checkbox"/> How to make a claim | <p>The policy could explain the process for claiming allowances. Normally this will be by completing a claims form.</p> <p>The Governance Handbook says that expenses should only be paid on provision of a receipt, and be limited to the amount shown on the receipt.</p> |
| <input type="checkbox"/> Audit arrangements | <p>You may want to mention that all claims will be subject to independent audit, and that the Chair of Governors (or vice-Chair of Governors in respect of the Chair of Governors) may investigate claims that appear excessive or inconsistent.</p> |