

# Governors' allowances policy

## VISION

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At Holy Trinity we welcome you to an exciting world of learning, discovery and friendship. We are passionate about nurturing every child, helping them to find and develop their own talents and be the best that they possibly can. Children will learn within a Christian community, surrounded by support, kindness, respect and fun; and will leave with fantastic memories to cherish forever.

Policy drafted by: April Owens

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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 [Governance Handbook](#) (section 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to 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](#).

The [Governance Handbook](#) (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

## 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.

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

*\*See further detail below*

**Cost of care.** The school will allow claims when a Governor does not have a spouse, partner or other responsible adult or the spouse/partner/responsible adult is unavailable to care for a child/ren or another person requiring care during an absence in which that Governor attends Committee meetings or is otherwise representing the school or Governors. Claims will be limited to reimbursing the actual cost to a registered child minder or the cost of the sum paid to the carer.

**Travel expenses** are paid for a Qualifying Journey. A Qualifying Journey is one where a Governor travels to a meeting at the school, or travels on essential school business. Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2). Public transport costs may be claimed for the standard/economy class fare. Where it is not possible to use public transport, the receipted cost of a taxi fare may be claimed.

**Telephone, stationery etc.** Costs may be reimbursed where the Governor is unable to use the facilities of the school in performing any duty on behalf of the Governing Board. Members must keep a written record or obtain a receipt (where possible) relating to the expenditure incurred.

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 and submitted to the chair in the first instance for approval.

The chair of governors (or the chair of the Resources Committee 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 3 yearly by the Resources Committee. Any amendments will be presented at a meeting of the Full Governing Board.

## Appendix 1: Governor Claim Form

### Holy Trinity CE Primary

### 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: \_\_\_\_\_

<b>Expense type</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>	

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

This form should be submitted to the chair of Governors C/O Holy Trinity Primary School along with any relevant receipts within one month of the expenses being incurred

## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates updated 4 July 2019, 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