



# Governor Allowances

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Agreed by staff:

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Signed

Chair of Governors:

**CHASE BRIDGE PRIMARY SCHOOL**

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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 4.7.1, paragraph 73) 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.

### 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 clerk who will liaise with the school finance team.

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:

### **Section 1 - Allowable Expenses**

- **Child care or babysitting expenses**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence in which that governor attends meetings of the governing board, its committees or is otherwise representing the school or governing board. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

- **Care arrangements for an elderly or dependent relative**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence

- **Governors with a special need**

Where the school or governing board does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question. Claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support.

- **Governors whose first language is not English**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with a special need.

- **Telephone charges, photocopying costs and stationery**

May be reimbursed where the governor is unable to use the facilities of the school in carrying out any duty on behalf of the governing board. Governors must keep a written record or obtain a receipt (where possible) relating to any expenditure incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and Subsistence Expenses**

May be reimbursed for travel undertaken on behalf of the Governing board. This excludes travel to the meetings of the Governing board at the school or training held within the London Borough of Richmond. Claims will be limited to reimbursing the actual costs of travel and subsistence involved where public transport is used or where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

### **Section 2 – Prohibited Expenses**

The Governing board at Chase Bridge acknowledges that:

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- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the FP+P committee **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.

### **4. Monitoring arrangements**

This policy will be reviewed every 3 years by FP+P. Any amendments will be presented at a meeting of the full governing board.

**Appendix I: governor claim form**

**Chase Bridge 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)	
<b>Total expenses claimed</b>	

This form should be submitted to clerk of governors along with any relevant receipts.

The form should be submitted within 10 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