

Jesse Gray Primary Governor Allowances Policy



May 2021

Head Teacher Signature:	
Date Adopted:	
Review Date:	May 2022

Governor allowances

Report author

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Information

Maintained schools are required to have a governors' allowances policy (schools within a MAT – please refer to the funding agreement, articles of association or guidance from the Trust).

The governing body can decide to pay reasonable allowances from the school's delegated budget to cover any costs that governors incur through carrying out their duties, this does **not** include:-

- attendance allowance
- loss of earnings payments.

Legislation (Reference: The Governance Handbook)

Maintained schools

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.

Academies, including free schools

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.

Notes

Governors Allowances Policy

The governing body of (NAME) School has approved the payment of reasonable governor allowances from the school's delegated budget to cover any costs that governors incur through carrying out their duties.

The purpose of this policy is to ensure that no individual is prevented from becoming a governor on the grounds of cost and identifies the terms on which such allowances may be paid.

Governors will be required to complete a claim form (appendix 1) and submit to the Chair of Governors/ Chair of Finance Committee.

A receipt will be required and will be limited to the amount shown on the receipt.

Governors 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. Travel expenses; where a governor uses their own vehicle, must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (appendix 2).
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances (to be agreed by the governing body)

Claims will be paid in arrears on considered on a case-by-case basis. The Chair or Vice Chair may investigate claims that appear excessive or inconsistent. All claims will also be subject to an independent audit.

This policy will be reviewed every two years by the governing body/finance committee or a named governor. Any amendments will be presented for approval at a meeting of the full governing body.

Governors allowances claim form (appendix 1)

Name:

Address:

School term the claim covers:

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

The receipts attached support my claim.

Signed:

Date:

Category of governor expense	Amount
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	

Please submit the claim form and supporting receipts to the Chair of Governors/ Chair of Finance Committee by the end of the term at which the expenses were incurred.

HMRC Approved mileage rates (appendix 2)

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