



Governing Body Allowances Policy

**Agreed by Governors: Spring 2019
To be reviewed: Spring 2020**

Governors' Allowances Policy

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs in England:

Governors' allowances (Part 6)

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

This policy statement has been developed in accordance with the above document. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Dothill Primary School Governing Body believes that governors understand the voluntary element of their role when they take it on. They do not feel that governor expenses are an appropriate use of school budget and therefore claims will only be made in extreme circumstances and agreed by the governing body as a whole.

The specific items allowable reflect this objective.

1. Governors could claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of Dothill Primary School and are agreed by the Finance Committee that they are justified before and reimbursable costs are incurred.
2. Governors could claim for the following, on a case by case basis and with the prior approval of the Governing Body.
 - Childcare or baby sitting allowances (excluding payments to a current/ former spouse or partner)
 - Costs of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
 - The cost of travel relating only to travel to meetings/training courses at a rate of 35p per mile which does not exceed the specified rates for school personnel.
 - Travel and subsistence costs, payable at the current rates specified, associated with attending national meetings or training events unless these costs can be claimed from the Local Authority or any other source.
 - Telephone charges, photocopying, stationery, postage etc
 - Any other justifiable allowances

The Governing Body at Dothill Primary School acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval to the Finance Committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or Chair of Finance if they appear excessive or inconsistent with this policy.

This policy will be reviewed annually.

Signed.....Date.....

(Head teacher)

Signed.....Date.....

(Chair of Governors)

Claim Form

| | |
|------------|------------------------|
| Name: | Dothill Primary School |
| Address: | Date: |
| Post code: | Claim period: |

I claim the total sum of £..... for governor allowances as detailed below. I have attached relevant receipts to support my claim.

Signed..... Date.....

| | £ | p |
|------------------------------------------------------------|---|---|
| Child care/babysitting | | |
| Care arrangements for elderly/dependent relative | | |
| Support for governor with special needs | | |
| Support for governor whose first language is not English | | |
| Travel to meetings/training events | | |
| Travel/subsistence to national meetings or training events | | |
| Postage | | |
| Photocopying | | |
| Stationery | | |
| Telephone charges | | |
| Other (please specify) | | |
| TOTAL CLAIMED | | |

This form should be submitted to the School Business Manager.