

Governors' Allowances Policy

Holymead Primary

Aims

The governing board will 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.

Legislation and guidance

The Governance Handbook (section 4.7.1, paragraph 63) says that Governing bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to 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.

This policy complies with our funding agreement and articles of association.

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 Mrs Nikki Holland, Holymead Primary Junior Site.

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: Actual costs incurred, up to a maximum of £12 per hour.
- Care for elderly or dependent relatives: Actual costs incurred, up to a maximum of £12 per hour.
- Extra costs incurred because they have a special need or English as a second language
- Telephone charges, photocopying, postage, stationery etc: Actual costs incurred.

- Other justifiable allowances
- Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles.
- Public transport: Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares.
For travel by taxi the cost must not exceed £15 per journey
- Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

All claims must be submitted to the Business Manager of the School on the approved form within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.

A fuel VAT receipt must be submitted for mileage expenses claimed.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

The chair of governors (or vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Monitoring arrangements

This policy will be reviewed bi-annually by the Finance and Staffing committee.

Appendix 1: governor claim form

Holymead 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	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Mrs Nikki Holland, Holymead Primary Junior Site along with any relevant receipts.