



Governors' Allowances Policy

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.

Legislation and guidance

The Governance Guide 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 the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

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 and submitting it to the School Business Manager, St Paul's C of E Junior School, Oxford Road, Wokingham, RG41 2YJ.

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.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Personnel and Finance **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.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

Monitoring arrangements

This policy will be reviewed annually by governing board and any amendments will be presented at a meeting of the full governing board.

| History | | |
|---------|-----------|---|
| Date | Notes | Amendments |
| 25.9.24 | Version 1 | New policy written & claim form included. |



St Pauls C of E Junior School Expenses Claim Form

| | |
|---|-------|
| Name: | Date: |
| Claim Period: Autumn Spring Summer | Year: |

I claim governor expenses as detailed below and have attached the relevant receipts to support my claim.

| |
|---------|
| Signed: |
|---------|

| | £ | p | | | |
|---|----------------|---------|---------|-------|--|
| Child care expenses | | | | | |
| Care arrangements for an elderly or dependent relative | | | | | |
| Telephone Charges | | | | | |
| Postage | | | | | |
| Photocopying | | | | | |
| Stationery | | | | | |
| Travel to meetings/training courses (please give details) | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Mileage</td> <td style="width: 10%;"></td> <td style="width: 70%; padding: 2px;">Miles @</td> </tr> </table> | Mileage | | Miles @ | ----- | |
| Mileage | | Miles @ | | | |
| Support for governors with additional needs (SEND). Please give details of type of support required. | | | | | |
| Support for governors whose first language is not English (please give details) | | | | | |
| Other justifiable costs (please give details) | | | | | |
| EXPENSES CLAIMED: | TOTAL | | | | |

Checked & Authorised by:

Date