
Governors Allowances Policy

This policy has been written in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. 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.

Payments will only be made for expenditure necessarily incurred to enable a governor or associate member to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings.

Travel expenses will be paid at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually. All other expenses will be paid on the provision of a receipt and be limited to the amount shown on the receipt.

The governing bodies of both schools believe that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the relevant governing body;

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost 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 the rate set by HMRC which does not exceed the specified rates for school personnel;
- Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Claims should be submitted for authorisation by either the Resources Committee Chair or Chair of Governors and submitted to the school office for payment.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the resources committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

The policy will be reviewed in January 2024

Signed _____ Date _____

Chair of Governors