



*United Through Jesus in Faith, Love and Learning*

## **POLICY – GOVERNOR ALLOWANCES**

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Office use only:

### **Introduction and purpose**

This policy statement has been developed in accordance with **The Governance Handbook** (section 4.7.1, paragraph 73) 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.

### **Board allowances and expenses**

73. *The law allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governing bodies and associate members appointed by the governing body.<sup>25</sup> These allowances or expenses could cover any costs, such as travel or childcare, which they have incurred because of serving on a board. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed 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 (at a rate set out in the scheme) and be limited to the amount shown on the receipt.*

74. *Where a board does not have a delegated budget, the LA may pay allowances expenses at a rate determined by them*

And the legislation on governors' allowances has set out in the **School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**, part 6

### **Schools with delegated budgets**

28. —(1) *The governing body of a maintained school which has a delegated budget(1) may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).*

(2) *Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.*

St Paul's whole school community (all staff, governors, parents and volunteers working in the school) are committed to safeguarding and promoting the welfare of our children. At St Paul's we recognize our duties under the Equality Act 2010. Everyone has the right to be treated with dignity and respect.

### **Schools without delegated budgets**

29. —(1) *The allowances referred to in paragraph (2) are prescribed as allowances which a local authority for a maintained school which does not have a delegated budget, may—*

*(a) pay to a governor of the school, in accordance with the provisions of a scheme made by the local authority for the purposes of section 519 of the EA 1996;*

*(b) pay to an associate member of the governing body of the school.*

*(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member, to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the authority, and made on provision of a receipt for the relevant amount.*

### **Travel payments for private vehicles**

30. *Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate(2) as published from time to time.*

St Paul's Catholic Primary School Governing Body believes that paying Governor allowances, in the 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 school will pay allowances from the school's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties. The specific allowances provided for by this policy are set out below and, for clarity, the following also refers to items which are not claimable under the terms of this policy.

#### **General**

Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Governing Body.

Governors may not claim for actual or potential loss of earnings or income.

Governors may not be paid attendance allowance.

All Governors, Associate Members and the Clerk to the Governors are eligible to claim allowances in accordance with this scheme.

## Eligible allowances

Categories of eligible expenditure are as follows:

Care arrangements:

Childcare or babysitting expenses, where these are not provided by a relative or partner.

Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

Telephone calls, postage, stationery and photocopying.

## Travel. Subsistence.

Allowance rates

Rates at which allowances are payable are as follows:

	Actual costs incurred, up to a maximum of £8 per hour
Telephone calls, postage, stationery and printing costs	Actual costs incurred
Travel	In accordance with HMRC approved mileage rates, which is 45p per mile for cars and vans and 24p mile for motorcycles.
	For 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 £20 per journey and travel by taxi should be restricted to exceptional circumstances only.
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.

## Criteria for Claims

All claims must be submitted to the School Business Manager the attached form (Appendix 1 – obtainable from the School Business Manager) within one month of the expenditure being incurred (except for telephone calls which must be claimed within one month of receipt by the individual of the relevant telephone bill). This will then be submitted to the Governing Body Resources Committee for approval.

Receipts must be supplied to support claims for reimbursement (except in relation to mileage claims), e.g. bus ticket, phone bill, taxi receipt, till receipt.

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

## Financial Systems

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

**Appendix 1**

**ST PAUL'S CATHOLIC PRIMARY SCHOOL - Governors' Allowances Claim Form**

Name:
Address:
Postcode:
Date:

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

Signed.....

EXPENSE TYPE	£
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)	
<b>Total expenses claimed</b>	

This form should be submitted to the School Business Officer and will then be passed onwards to the Resources Committee for approval. The form should be submitted within seven (7) of the expenses being incurred.