



Policy for Governors' Allowances

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Policy Review Date	June 2024	Headteacher Debra Bailey	<i>D. Bailey</i>	28/06/2021
Ratified by Governing Body:				
Sue Welford (Chair of Governors)		<i>Sue Welford</i>		28/06/2021

GOVERNORS' ALLOWANCE POLICY

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Paragraphs 30 and 31 state:

30. 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.
31. 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 these regulations.

The governing board of Rushey Mead Primary School, holds a delegated budget and is therefore able to determine whether or not to pay allowances to governors. The following types of expenses may be incurred by serving on the board.

1. Governors who are carers (for children, partner, elderly relative etc) who incur costs as a result of arranging alternative carers whilst they are undertaking governor duties for Rushey Mead Primary School are able to claim these costs.
2. The cost of travel and subsistence costs relating to travel from home to meetings/training courses outside the city at the specified HMRC rate. This can be travel by car or by public transport. If travelling by train only second class rail travel can be reimbursed.
3. Telephone charges, photocopying, stationery, postage. etc. where these cannot be done by the school. It is expected, however, that the majority of communication will be electronic, and papers will only be printed when absolutely necessary in line with the school's eco procedures.

Governors should inform the board prior to incurring the expenses wherever possible.

Expenses will only be paid on provision of a receipt from the supplier and the appropriate claim form. Claim forms and expenses should be presented to the school business manager within 14 days of the expenses being incurred. These will then be authorised by the Chair of Governors or the Vice Chair of Governors.

RUSHEY MEAD PRIMARY SCHOOL

**CLAIM FORM FOR GOVERNORS' ALLOWANCES RELATING TO
CARING DUTIES**

Name of Governor making the claim.....

Address.....

Please state your relationship to the person being cared for:

.....

Date care costs were incurred.....

Duration of care duties being claimed for.....

Amount of payment made to
carer.....

I confirm that I have received payment for providing care services

Name of
carer.....

Signature of
carer.....

Date of
Signature.....

I confirm that payment for the above claim should be paid from the Governors'
Expenses Cost Centre

Name of Chair of Governors:

Signature of Chair of Governors.....

Date of Signature.....

RUSHEY MEAD PRIMARY SCHOOL

CLAIM FORM FOR GOVERNORS' ALLOWANCES

Name of Governor making the claim.....

Address.....

Type of costs incurred, e.g. travel.....

If you are claiming for travel costs, please state the starting point and the destination of the journey and the mode of travel.

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Mileage

Public Transport.....

Total Travel Cost claimed £

Other costs claimed £

Total costs claimed £

I confirm that payment for the above claim should be paid from the Governors' Expenses Cost Centre.

Name of Chair of Governors:

Signature of Chair of
Governors.....

Date of
Signature.....