



## Governors' Allowances Policy

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Signed:	
Date:	

Note: All Grange Farm policies, statements and documents for the 2021/22 academic year need considering in the context of the Covid-19 pandemic. Additional documents exist which should be considered and consulted along with this document – some aspects of this document may be temporarily superseded.



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## **1 Statement of Intent**

At Grange Farm Primary School, we are dedicated to good practice and ensuring equality through school processes.

The School Governance Regulations (2013) allow governing bodies of maintained schools, who have a delegated budget, to decide whether they wish to pay expenses to governors and associate members of the governing body, in order to reimburse any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring that all governors, and non-governors who are members of the governing body, receive reimbursements for an expenses where the school has derived benefit from the individual serving their governing duty.

The school believes that enabling governors to fulfil their roles, regardless of circumstances, is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

## **2 Legal Framework**

This policy has due regard to the following legislation and guidance:

- The School Governance Regulations 2013
- DfE Governance Handbook 2019

## **3 School Governance Regulations 2013**

Under these regulations, schools may decide to provide payments to governors in order to cover costs for expenses paid whilst fulfilling their roles

There are, however, restrictions on the circumstances under which governors can receive payments from the school. Governors must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.



The circumstances in which governors will receive payments must be agreed by the governing body in advance, and be authorised by submitting a claim form.

Any payments to governors must only be authorised if the governing body has deemed the circumstances beneficial to the school.

Any travel expenses must be returned at a rate not exceeding the HM Revenue and Customs approved mileage rates.

Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

## **4 What can governor claim expenses for?**

Governors of Grange Farm Primary School will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the governing body:

### **4.1 Travel**

Claims for expenses may be made for travel between the governor's household and the school, at the level of mileage rates published by HM Revenue and Customs (currently 45p per mile). The nature of the visit must be related to the work of the governing body, e.g. governors' meetings, training courses etc. Payments will be reimbursed for use of public transport or taxis upon production of a valid receipt. The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.

### **4.2 Childcare**

In cases where a governor does not have a spouse or family member to care for a child/children when the governor must attend meetings relating to the work of the governing body, expenses will be returned for the cost of childcare or a babysitter. Allowances will also be reimbursed for the cost of care for elderly or dependent relatives where the governor must be absent due to their governing duties.



### **4.3 Specific Needs**

Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties. The circumstances in which governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription etc.

### **4.4 Telephone charges, photocopying, stationery etc**

Claims for reimbursement can be made where a governor is unable to use the school's facilities for any of the above. Allowances will be returned upon the production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

## **5 How are expenses claimed?**

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.

Claims should be made using a claim form, and submitted to the school office.

Any claims will not be reimbursed unless authorised by the Headteacher.

All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Chair of Governors may ask for further details.

Claims should be made using the form provided in Appendix 1.



## 6 Appendix 1- Governors' Allowance Claim Form

The claim form consists of two sections. Section two only requires completion when payment has been made to another party, e.g. child carer.

### Section One

Name of Governor:		Date:
Date	Details of Expenditure	Amount Claimed
Total Claim:		

I certify that the above expenses are actual and necessary, and conform that payment has been received.

Signature of governor:		Date:
Signature of Headteacher:		Date:
Reimbursed by (name):		Date:

### Section Two

Duty of service, e.g. childcare:	
Name:	
Amount received:	
Signature:	
Date:	