

# THE GILES NURSERY AND INFANTS' SCHOOL



## Governor Allowance Policy

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## **1. Aims**

The governing board has decided to pay reasonable allowances from the school's designated 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.

## **2. Legislation and guidance**

The [maintained schools governance guide](#) (section 4.11.1) 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 School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

## **3. Overview**

Members of the governing board may claim allowances to cover expenditure to enable them to perform their duties.

All governors and associate members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing board and its committees, undertaking governor development, and otherwise acting on behalf of the governing board. N.B. Governors may not claim for actual or potential loss of earnings or income.

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

## **4. Criteria for claims**

- All claims must be submitted to the headteacher or the-chair of governors on the a claim form (see appendix 1) within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. public transport tickets, phone bills, car parking, taxi or till receipts.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- Allowance for travel cannot exceed the Inland Revenue authorised mileage rates.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

## **5. Eligible expenses**

Members of the governing board may claim for:

- Childcare
- Care for an elderly or dependent relatives,
- Extra costs involved either because there is a special need or English is an additional language.
- Travel and subsistence costs
- Telephone charges, photocopying, postage, or stationery
- Other justifiable allowance

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the chair of governors and/or headteacher 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 HRMC's approved mileage rates (see appendix 2).

## **6. Monitoring**

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

**Date approved by Full Governing Board:** May 2024

**Date for review:** May 2027 by the Full Governing Board

**Appendix 1: governor claim form**



**The Giles Nursery and Infants' School**

**Governor claim form**

Name:

Address:

Claim period:

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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 [name of individual and, where appropriate, postal address] along with any relevant receipts.

The form should be submitted within [number of days/weeks] of the expenses being incurred.

**Appendix 2: approved mileage rates**

The Giles Nursery and Infants' School

The table below shows HMRC's current approved mileage rates, which are published online by [HMRC](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p