

Northenden Primary School

Governors Allowance Policy February 2024

Approved by: Full governing body

Last reviewed on: February 2024

Next review due by: February 2025

**Amendments from
previous Policy** Updated from the Key

Charlestown Community Primary School

Governor Allowances

Introduction:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

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 (mileage), or payments at a rate determined by the governing body and made on provision of a receipt for the relevant amount.

The regulations do not allow governors to be paid attendance allowance or for loss of earnings.

Statement of Intent:

We recognise that the voluntary nature of governorship means that an enormous amount of time and expertise is given freely by the individuals concerned.

In acknowledgement of this fact and our desire to ensure that our governors are truly representative of our parents, community and staff, we recognise that governors should have the ability to claim for legitimate expenses if they wish.

1. 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:
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.
4. Categories of eligible expenditure are as follows:
 - Child care or baby-sitting 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
 - Support for governors with special needs
 - Support for governors whose first language is not English
 - Telephone calls and postage
 - Travel
 - Subsistence
5. Rates at which allowances are payable are as follows:
 - Care Arrangements: Actual costs incurred, up to a maximum of £12 per hour
 - Telephone Calls/Postage: Actual costs incurred
 - Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles (Please review in accordance with HR Revenue & Customs Guidance)
 - Public Transport class: 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 £15 per journey.
 - Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e, breakfast, lunch or dinner) away from school area, reimbursement will be made for food/drink items bought on the day claimed.

6. All claims must be submitted to the Business Manager of the School on the approved form within one month of the expenditure being incurred (except for telephone calls).
7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. A fuel VAT receipt must be submitted for mileage expenses claimed.
8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

Making a claim:

Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the Headteacher or Chair of Governors and submitted to the School Business Manager for payment.

The policy and amounts payable will be reviewed every two years.

This policy applies equally to all categories of governor, including associate members. The governing body undertakes to make all governors aware on an annual basis of what sort of expenses can be claimed for and the level of budget available to do so.

Claims should be made on the attached proforma – Appendix 1

Governors Expenses Claims Form

Name:	Date:
Address:	
Post Code	Month of Claim:

I claim the total sum of £... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed:

Expense Incurred	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Authorised by:	Signature:
Chair/Vice Chair of Governors or Headteacher	
Finance Manager	

This form should be emailed to the School Business Manager
bailey.s@charlestown.manchester.sch.uk