



Governors' Allowances Policy

This Policy will be reviewed by the Resources Committee annually or, in the event of a change in legislation, earlier.

Updated January 2020

Signed

Head Teacher: Rosalind Owen

Chair of Governors: Elaine S. Bardwell

Date: 30 January 2020

This policy is in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, which state:

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.

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. Other expenses will be paid on provision of a receipt and be limited to the amount shown on the receipt.

At St Michael's C of E Primary School, governors can receive reimbursements for any expenses where the school has derived benefit from the individual fulfilling their governor responsibilities. Paying governors' expenses, in specific categories as set out below, is important in ensuring that all members of the community have equality of opportunity to serve as governors and so is an appropriate use of school funds.

Governors will only receive reimbursement if this has been agreed in advance of expenditure being incurred and any payments to governors will only be authorised if the governing body has deemed the circumstances beneficial to the school. This may include attending meetings, training, visits and otherwise representing the school. Approval must be sought in advance from the Chair of Governors and all expense claims are subject to approval by the Head Teacher in the final instance. Expenses will be paid on provision of a receipt and be limited to the amount shown on the receipt. Expenses claims must be made through the school office and claims should be made within a month of the cost being incurred.

With prior approval, Governors can typically claim expenses for:

Travel:

- Claims for expenses for travel at the current level of mileage rates published by HMRC <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>
- 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

Child or elder care:

- In cases where a governor does not have a family member to care for children, elderly or dependant relatives, expenses will be returned for the cost of paid for care.

Specific needs:

- Governors may claim allowances for expenses relating to any specific additional needs, eg. translator, signer, special audio equipment, braille transcription etc.

Administrative charges:

- Telephone charges, photocopying, stationery, etc. Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of these.

This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the Chair of Governors in advance.