



## **Governors Allowances Policy**

**Adapted from The Key model policy**

**Date agreed: July 2020**

**Review Date:**

**We are a UNICEF Rights Respecting School**

## 1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated 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 [Governance Handbook](#) (section 4.7.1, paragraph 63) 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 [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 necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the school office.

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

Members of the governing board may claim for:

- Childcare @ £5.00 per hour (no more than three hours in a day) *(excluding care costs where the claim is for care being provided by an existing or former spouse or partner, or by a responsible person who normally lives in the family home as these individuals would normally expect to play some part in caring for the child or other relative)*
- Care for elderly or dependent relatives @ £5.00 per hour (as above)
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs (only for public transport)
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors/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 the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

This policy will be reviewed by the Resources Committee every 2 years. Any amendments will be presented at a meeting of the full governing body.