



CRESTWOOD
COMMUNITY SCHOOL

Governors' Allowances Policy

Updated: May 2024
Review cycle: 5 years

Governors' Allowances Policy

1. Aims

The governing body 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 maintained schools governance guide (section 4.11.1) states 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 body 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 Julia Hughes, Business Manager.

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 body may claim for -

- Care arrangements -
 - Child care or baby sitting expenses, where these are not provided by a relative or partner
 - Care arrangements for an elderly relative, where these are not provided by a relative or partner
- Telephone calls and postage
- Travel
- Subsistence

Allowance Rates

Rates at which allowances are payable are as follows -

- Care Arrangements -
 - Actual costs incurred, up to a maximum of £5.00 or £6.50 nursery per hour
- Telephone calls and postage -
 - Actual costs incurred
- Travel rates -
 - By car - in accordance with the HMRC Authorised Mileage

Type of Vehicle	First 10,000 miles	Above 10,000 miles
Cars and Vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

- Public Transport
 - Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares
- Subsistence
 - Reimbursement if work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area. Claims could be made for subsistence if accompanied by a receipt.

Making Claims

- All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

- The school's normal systems for authorising and processing payments will apply to claims made under this scheme.
- Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle with the Chair of Governors/Headteacher BEFORE they are incurred.
- The Chair of Governors 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 HMRC's approved mileage rates.

Tax Liability

Governors should not have to pay tax on these allowances provided that only actual expenditure is reimbursed. However, if individual governors are in any doubt about any payments attracting a tax liability they should contact the HMRC for advice.

[*] The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.

4. Monitoring

This policy will be reviewed every five years by the Finance and Resources Committee. Any amendments will be presented at a meeting of the Full Governing Body.

Appendix 1

Governor Expenses Claim Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

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

I have attached relevant receipts to support my claim. YES / NO* (*delete as appropriate)

Signed..... Date.....

	£	p	p
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			

This form should be submitted to:

Julia Hughes, Business Manager, Crestwood Community School