



ST MARY'S RC HIGH SCHOOL

GOVERNORS' ALLOWANCES POLICY

Document/policy owner: Bursar

Policy approver: Full governing body

Policy approved: 22 May 2023

Review frequency: 3 yearly

Next review date: May 2026

1. INTRODUCTION

1.1 The governing body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that members of the governing body incur through carrying out their duties.

1.2 This policy sets out the terms on which such allowances will be paid. It will take effect from 22 May 2023.

1.3 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

2.1 The Governance Handbook, (section 4.7.1, paragraph 63), updated March 2019, says that governing bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to governing body members. Where they choose to do so, it must be in accordance with a policy or scheme.

2.2 The legislation on governors' allowances is set out in part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2016.

3. OVERVIEW

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

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

3.3 Members of the governing body may claim allowances by completing a claim form (see appendix 1) and submitting it to the clerk to the governing body. Payment will be made by bank transfer.

3.4 Allowances (excluding claims for mileage) will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

3.5 Members of the governing board may claim for:

Childcare;

Care for elderly or dependent relatives;

Extra costs incurred because they have a special need or English as a second language;

Travel and subsistence costs;

Telephone charges, photocopying, postage, stationery, etc;

Other justifiable allowances.

3.6 Claims will be paid in arrears on a case-by-case basis. Reimbursable costs, other than those for mileage, should be agreed in principle by the clerk to the governing body before they are incurred.

3.7 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.

3.8 Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates.

3.9 The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

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

4. MONITORING ARRANGEMENTS

4.1 This policy will be reviewed every 3 years by the headteacher. Any amendments will be presented at a meeting of the full governing body.

This policy was approved at the meeting of the full governing body on 22 May 2023.

Signed: ...*Lynn Johnson*..... Mrs Lynn Johnson Chair of governing body

Appendix:

1. Governor Allowances Claim Form.



Appendix 1: Governor Allowances Claim Form

This form should be submitted to the clerk to the governing body along with any relevant receipts. It should be submitted within one calendar month of the expenditure being incurred.

Name:

Address:

Claim period: between and

Bank account details:

Name on account:

Sort Code:

Account Number:

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

Expense Type:

Childcare: £

Care arrangements for dependent relatives: £

Support for a special need or English as a second language: £

Travel and subsistence: complete details of journeys form overleaf £

Telephone charges, photocopying, postage or stationery: £

Other (please specify): £

Total expenses claimed: £

Signature: Name: Date:

DETAILS OF JOURNEYS RESULTING IN MILEAGE CLAIM:

Ser No	Date of journey	From	To	No of miles	Amount claimed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total					