

# Governors Allowances Policy

## Thornhill Primary School



**Approved by:** Governing Body

**Date:** 20<sup>th</sup> February 2019

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### 1. Aims

Regulations give Governing Bodies the discretion to pay allowances to governors for attendance on approved duties. This scheme will apply equally to all Governors, but it is open to any individual to choose whether they claim for not. The expenses that may be claimed are in six categories: travel, subsistence, childcare, specific needs, miscellaneous. Any claims relating to attendance at training course organized by Central Bedfordshire fall outside the scheme.

### 2. Legislation and guidance

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 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 Mrs D Candler – Clerk to Governors.

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:

#### Travel Expenses

Travel expenses may be claimed where the distance between the Governors home and the school is greater than 5 miles. The Head Teacher and any Governor employed at the school will not be eligible to claim unless an additional return journey has to be made.

For journeys outside of the area payments will only be made for specific journeys which have had prior approval by the Governing Body.

Governors may claim:

- Mileage at HMRC approved rate (Appendix 2)
- The actual cost of public transport
- The cost of car parking

## **Subsistence Allowances**

Subsistence allowances are not attendance allowances. Governors may claim for attendance on the approved duties listed above.

To qualify the duty must exceed four hours and the Governors must incur out of pocket expenses.

No subsistence may be claimed where refreshments are provided free.

## **Childcare**

Where a Governor does not have a spouse, partner or other responsible adult to care for their child/ren while they are attending meetings of the Governing Body, its committees or when representing the Governing Body, they may claim for the actual expenses incurred.

This will also apply for elderly or dependent relatives. A former spouse or partner will not be eligible for this payment.

## **Specific Needs**

Governors may claim an allowance for costs relating to specific needs incurred on approved duties. This may include:

- Support for the cost of a signer
- Audio equipment
- Braille transcription

The Governing Body will assess each case on an individual basis.

## **Other Needs**

Governors may claim an allowance for costs relating to other needs; for examples where their first language is not English. These may include:

- Translation documents

## **Miscellaneous**

Telephone charges, photocopying costs and stationery may be reimbursed where the Governor is unable to use the facilities of the school in the performance of any duty on behalf of the Governing Body. Governors must provide a receipt. Claims will be limited to reimbursing the actual costs involved.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claim form (obtainable from the school office), attaching receipts and return it to the school within two weeks of the date when the allowances were incurred.

They will be submitted for approval by the Business Manager and will be presented to the Full Governing Body for final approval.

The Chair of Governors may investigate claims that appear excessive or inconsistent

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 Full Governing Body on an annual basis.

## Appendix 1: Governor Claim Form



Thornhill Primary School Governors Expenses Claim Form

Name:

Address:

Claim period:

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Please provide detail:*

Expense type	Cost
Travel Expenses	
Subsistence Allowances	
Childcare	
Specific Needs	
Other Needs	
Miscellaneous	
Total expenses claimed	

This form should be submitted in a sealed envelope to Mrs D Candler, Clerk to Governors, Thornhill Primary School, Grove Road, Houghton Regis, Bedfordshire, LU5 5PE along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

## Appendix 2: approved mileage rates

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