



St. Michael's Woolmer Green C of E Primary School

# Governor Allowances and Expenses Policy

(This Governor Allowances and Expenses Policy is adapted from The Key's model Governor Allowances and Expenses Policy issued in April 2024)

To be issued annually to ALL Governors

***Date of review:***

***Date of next review:***

***Responsibility:***

***Classification:***

***September 2024***

***September 2025***

***Finance and Resources Committee***

***Public***

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## 1. Aims

The Governing Body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that Governing Body 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 guidance (section 4.11.1) says that Governing Body's 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 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 Body may claim allowances by completing a claim form (see appendix 1) and submitting it to the School 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:

- Childcare – this may include Governors children (who attend St Michael's Woolmer Green Primary School) attending the School Breakfast Club or After School Club on a specific occasion when there is an early morning or after school Governor meeting.
- 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.
- Other justifiable allowances.

Claims will be paid in arrears on a case-by-case basis. **Reimbursable costs should be agreed in principle by the Finance and Resource Committee 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 annually by the Finance and Resources committee. Any amendments will be presented at a meeting of the Full Governing Body.

## Appendix 1: governor claim form

### St Michael's Woolmer Green Church of England Voluntary Aided Primary School – Governor Claim Form

Name of Governor:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim. I am aware that reimbursable costs should be agreed in principal by Finance and Resource Committee before they are incurred.

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

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

| EXPENSE TYPE                                               | £ |
|------------------------------------------------------------|---|
| Childcare                                                  |   |
| Care arrangements for dependent relatives                  |   |
| Support for a special need or English as a second language |   |
| Travel or subsistence                                      |   |
| Telephone charges, photocopying, postage or stationery     |   |
| Other (please specify)                                     |   |
| <b>Total expenses claimed</b>                              |   |

This form should be submitted to the School Business Manager along with any relevant receipts.

The form should be submitted within 4 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                |