

Governors' allowances policy

Arunside School



'Our four walls with tomorrow inside'.

Approved by: FGB

Date: 19th June 2023

Last reviewed on: March 2021

Next review due by: June 2026

Signed:

Chair of Governors

| Date | Section | Policy review updates: |
|----------|------------------|---|
| May 2023 | All | Drafted to provide a uniform style compliant with other policies, e.g. To include content section on Aims, Legislation and Guidance etc. and layout changed accordingly. |
| May 2023 | 3 and appendix 1 | Email address for submitting claims changed to reflect the change of personnel for the Clerk's position |
| May 2023 | 3 | Removal of the wording ' <i>Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of the Policy and Resources Committee before they are incurred.</i> ' As the policy adequately clarifies which expenses are reimbursable and that they will be paid on the provision of a receipt. |
| May 2023 | 3 | Changing the terminology of ' <i>exceptional circumstances</i> ' to ' <i>justifiable allowances</i> ', in line with best practice. |
| May 2023 | 3 | Clarifying that governor training sessions are now available virtually |

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1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover 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, Governors 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 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to 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

When individuals volunteer their services as governors, they undertake to give their time to carry out their duties and to visit their school frequently, in order to support their school.

All governors should be able to claim allowances for legitimate expenses incurred whilst carrying out their duties. It is up to individual governors to decide whether to submit an expense claim or not. The money used to pay expenses comes from the school budget. If expenses are not claimed the money will be used to benefit the pupils and the school.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Clerk to the Governors (clerk@arunside.school)

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 costs incurred in travelling to/from training sessions/courses and other meetings outside the school.**
- **Overnight costs - the cost of meals and/or overnight accommodation if governor duties (including attendance at courses and other meetings outside the school) required governors to be away from their home for a period of more than 1 day.**
- **Telephone charges - the actual cost of phone calls incurred as part of governor duties.**
- **Other justifiable allowances (necessary for the school's operation or improvement of pupil progress)**

Legitimate expenses do not include an attendance allowance, or payment to cover loss of earnings.

Where a governor uses their own vehicle and wishes to claim travel expenses, these must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

The chair of governors and the chair of resources are required to approve the claim before payment is made. 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.

Governors wishing to make a claim under 'other justifiable allowances', must request financial assistance via the Policy and Resources Committee. **Governors may wish to include a reference at this point to 'Extra costs incurred as a result of a special need or English as a second language'.**

Governor training sessions through the Learning Gateway are available virtually as well as locally at County Hall North, Horsham. Courses are available on different days and at different times throughout the day and evening. Refreshments and (where necessary) meals are provided.

Governing Body and Committee meetings are always arranged by mutual agreement. Committee meetings may be held in individuals' homes if more convenient or through video communication platforms. Advances in technology enable papers for governor meetings to be distributed electronically, thus ensuring that meetings can be 'paper free'. Governors must use their dedicated @arunside.school email address for compliance with GDPR regulations and are encouraged to use the Microsoft 365 suite to aid governor communication and file sharing.

Stationery for governor's letters may be obtained from the school office. A courier service from the school operates weekly for letters to County Hall at Chichester and Horsham and the Education Office at Crawley. Other items for posting may be left in the school office.

4. Monitoring arrangements

This policy will be reviewed every three-years by the Policy and Resources Committee. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: Arunside Primary School - Governor Claim Form

Arunside Primary School - Governor 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: _____

| Details of Expenditure | £ |
|------------------------|---|
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This form should be submitted to the Clerk to the Governors (clerk@arunside.school) along with any relevant receipts.

The form should be submitted within 21-days of the expenses being incurred.

Approved for Payment:

Chair of Governors..... (signature) Date.....

Chair of Resources..... (signature) Date.....

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 |