

Heritage Park Primary School

Governors' Allowances Policy



Approved by: Full Governing Body

Last reviewed on: February 2024

Next review due by: February 2025

Heritage Park Primary School

Governors' Allowance Policy

Aims

The governing body works on a voluntary basis but has agreed to pay reasonable allowances from the school's delegated budget to cover any costs that governors 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.

Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 63) says that governing bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to governors. 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](#).

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 body may claim allowances by completing a claim form (see appendix 1) and submitting it to the Headteacher via Heritage Park Primary School office.

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:

- › Childcare (up to a rate of £10.42 per hour – maximum of 2.5 hours)
- › Care for elderly or dependent relatives (up to a rate of £10.42 per hour)
- › Extra costs incurred because they have a special need or English as a second language
- › Travel and subsistence costs (mileage may be claimed where the governors home and meeting venue exceed 5 miles)
- › Telephone charges, photocopying, postage, stationery, etc.
- › Other justifiable allowances

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrear, prior to the end of the financial year in question. Reimbursable costs should be agreed in principle by the governing body **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).

Monitoring arrangements

This policy will be reviewed annually by the Headteacher. Any amendments will be presented at a meeting of the full governing body. Governors' allowances are subject to audit.

Appendix 1: Governor Claim Form

Heritage Park 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: _____

| 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) | |
| Total expenses claimed | |

This form should be submitted to Miss Karen Bell, Headteacher via Heritage Park Primary School along with any relevant receipts.

The form should be submitted within 10 days of the expenses being incurred.

Appendix 2: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are changed annually and 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 |