

Churchstanton Primary School



Governors' Allowances and Expenses Policy

Approved by the Board of Governors of Churchstanton Primary School

Chair of Governors	Mr Jon Wood
Headteacher	Mr Matt Watson
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1. Aims

The Full Board of Governors has agreed not to pay allowances from the school's delegated budget to cover costs that Board members incur through carrying out their duties. However, it has been further agreed that this Policy should be a voluntary policy as it has been regular historical practice that Governors at the School did not claim any allowances from the School Budget. However, if any member of the Full Board of Governors incurs a major outlay, this would be discussed and a case-by-case decision would be made.

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 [Governance Handbook](#) (section 4.7.1, paragraph 63) says that boards 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 Full Board of Governors may, under certain circumstances, 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.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Full Board of **before** they are incurred.

The Chair of Governors 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 Full Board of Governors. Any amendments will be presented at a meeting of the Full Board of Governors.

Appendix 1: Governor Claim Form

Churchstanton 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 Mr Jon Wood, Chair of Governors, c/o Churchstanton Primary School, Churchstanton, Taunton, Somerset, TA3 7RL, along with any relevant receipts.

The form should be submitted within 14 days 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