



Northumberland County Council

Shanklea Primary School

GOVERNORS' ALLOWANCES POLICY

Date last reviewed: Jan 2023

Next Review Date: Jan 2024

Signed by:

_____ Headteacher Date: _____

_____ Chair of Governors Date: _____

Contents:

1. Statement of Intent
2. Policy and Legal Framework
3. Appendix: Governors' Allowances Claim Form

Statement of Intent

At Shanklea Primary School, we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors and associate members of the governing board, for any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring that all governors, and non-governors who are members of the governing board, receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing duty.

The school believes that including payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

1. Legal Framework

This policy has due regard to the following legislation, including, but not limited to,

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) and
- (Updated) DfE Guidance (2019) Governance Handbook.

2. Background

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6 states that: -

School governors provide a voluntary service, and cannot be paid for their role as governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

1. The governing board of a maintained school which has a delegated budget may determine to pay a member of that governing board or any associate member payments by way of allowance referred to in paragraph (3).
2. Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under Regulation 30 - travel payments in private vehicles, or payments at a rate determined by the governing board, and made on provision of a receipt for the relevant amount.
3. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings.
4. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

3. Aim of Policy

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing board), is not out of pocket where the School has derived a benefit from such outlay. The policy also reaffirms the governing board's commitment to ensuring equality of

participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

4. What can Governors claim expenses for?

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- **Child care or babysitting expenses.**

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing board, its committees, approved governor training/conferences or is otherwise representing the School or governing board; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a babysitter.

- **Care arrangements for an elderly or dependent relative.**

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.

- **Governors with a special need.**

Where the School or governing board does not provide facilities or equipment to enable a governor, for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- **Governors whose first language is not English.**

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

- **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 board. Governors must keep a written record or obtain a receipt (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Travel and subsistence.**

Mileage may be claimed where the distance between the governor's home and the School or other venue which governors are required to attend on business related to the work of the governing board (e.g. meetings, approved training courses/conferences, visits to other providers, etc.) exceeds 10 miles. Where several governors attend the same meeting or event, they are encouraged to share transport so as to minimise costs. Where necessary, the cost of parking to enable attendance of business away from the School site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed in accordance with the HM Revenue & Customs Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p per mile for motorcycles. (Will be reviewed in accordance with HR Revenue & Customs Guidance). A fuel VAT receipt must be submitted for mileage expenses claimed.

Payments of expenses where these have been, or are already, met by the Local Authority or other body, are excluded from this policy.

Claiming To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question. Claims should be made on the approved form to Vicki Evans - Vicki.evans@northumberland.gov.uk School Governance Manager and authorised by the Headteacher.

GOVERNORS' ALLOWANCES CLAIM FORM

This claim form consists of two sections.

Section Two must only be completed when payment has been made to another party e.g. child carer.

Section One

| | | |
|-----------------------------|--------------------------------|---------------|
| Name of Governor: | | Date: |
| Date of expenditure: | Details of expenditure: | Claim: |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | TOTAL CLAIM: | £ |

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that payment has been received.

| | | |
|----------------------------------|--|--------------|
| Signature of governor: | | Date: |
| Signature of headteacher: | | Date: |
| Reimbursed by (name): | | Date: |

Section Two

| | |
|---|--|
| Duty of service, e.g. Child care | |
| Name: | |
| Amount Received (£): | |
| Signature: | |
| Date: | |