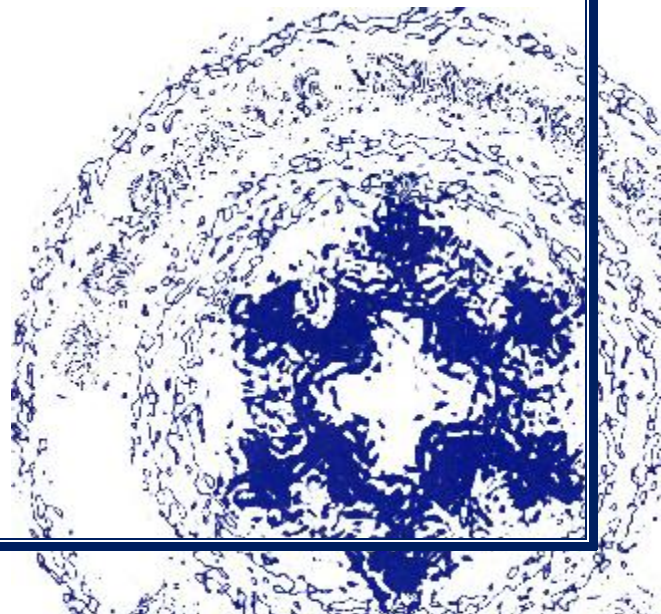


St Mary's CE School

GOVERNOR ALLOWANCES POLICY

Approved by: Jo Gill (Chair of Governor



1. LEGISLATIVE FRAMEWORK & POLICY STATEMENT

This policy statement has been developed in accordance with *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013* (as amended) and statutory guidance from the Department for Education (DfE). These regulations give Governing Bodies the discretion to pay allowances from the school's annual delegated budget allocation to governors for out-of-pocket expenses necessarily incurred in carrying out their duties.

School governors provide a voluntary service and cannot be paid for their role as a governor.

However, they can receive out-of-pocket expenses. This may include reasonable expenses to cover travel costs, childcare costs, or specific support needed to perform their duties. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

St Mary's CE School believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

2. GENERAL CONDITIONS & RESTRICTIONS

1. Payments can only be made for expenditure necessarily incurred to enable the person to perform any duty as a governor. This includes attending meetings of the Governing Body and its committees, undertaking governor development/training, and otherwise acting on behalf of the governing body.
2. Governors may not claim for actual or potential loss of earnings or income.
3. Governors may not be paid an attendance allowance.
4. All governors and associate members appointed by the governing body are eligible to claim allowances in accordance with this scheme.
5. No claims will be considered for routine remote/virtual attendance at meetings or free online training courses.

3. ELIGIBLE EXPENSES

Categories of eligible expenditure are as follows:

- **Care Arrangements:** Childcare or babysitting expenses, or care arrangements for an elderly or dependent relative, where these are not provided by a spouse, partner, relative, or household member.
- **Telephone Calls, Postage, Printing & Stationery:** Expenditure incurred on calls, postage, photocopying, and stationery where a governor is unable to use school facilities.
- **Travel:** Travel expenses to and from governing body meetings, committee meetings, or approved governor training.
- **Subsistence:** Additional expenses incurred because governor duties require taking meals away from the local school area.

- **Specific Needs & Inclusion:** Extra costs incurred in performing duties because a governor has special educational needs or disabilities (e.g. audio equipment, signer support, Braille transcription) or because English is not their first language (e.g. translation support).

4. ALLOWANCE RATES

Expense Category	Reimbursement Rate & Conditions
Care Arrangements	Actual costs incurred, up to the National Living Wage / National Minimum Wage hourly rate.
Telephone Calls, Postage, Printing & Stationery	Actual costs incurred. Claims must be supported by itemized phone bills or purchase receipts.
Travel (Motor Vehicles & Bicycles)	In accordance with HMRC Authorised Mileage Rates: • Cars and Vans: 45p per mile (first 10,000 miles), 25p per mile (above 10,000 miles) • Motorcycles: 24p per mile • Bicycles: 20p per mile
Travel (Public Transport & Taxis)	Public transport: Actual costs incurred, limited to second-class/standard fares. Taxis: Actual cost up to £15 per journey. Any taxi fee exceeding £15 must be agreed in advance with the Chair of Governors.
Subsistence	Reimbursement for reasonable food/drink items bought on the day claimed where work as a governor requires taking meals away from the local school area. Receipts required.
Specific Needs / Inclusion Support	Actual costs incurred to enable full participation in governance duties.

** The Governing Body may vary these rates to meet particular circumstances. Any variations must be formally agreed at a full governing body meeting.*

5. CRITERIA & PROCEDURE FOR CLAIMS

1. All claims must be submitted to the Headteacher (or School Business Manager) on the official claims form (Appendix A) within **one calendar month** of the expenditure being incurred (except for telephone calls which depend on billing cycles).
2. Receipts must be supplied to support all claims for reimbursement (e.g., bus ticket, phone bill, taxi receipt, till receipt, invoice).
3. In the case of telephone calls, an itemized phone bill should be provided identifying the relevant calls.
4. Where practicable, reimbursable costs should be agreed in principle by the Chair of Governors before being incurred.
5. The school's normal financial systems for authorising and processing payments will apply. All claims are subject to independent audit.

APPENDIX A: GOVERNORS' ALLOWANCES CLAIM FORM**ST MARY'S CE SCHOOL — CLAIMS FORM (GOVERNORS' ALLOWANCES / EXPENSES)****Name:** _____**Address:** _____**Post Code:** _____**Claim Period:** _____

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Expenses For	Amount Claimed (£)
Childcare / Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings / training courses	
Travel / subsistence to national meetings or training	
Telephone charges (please specify)	
Postage	
Photocopying & Printing	
Stationery	
Other approved expenses (please specify)	
TOTAL EXPENSES CLAIMED	£

Signed (Governor): _____ **Date:** _____

This form should be submitted to the Headteacher / School Business Manager within one calendar month of the date the expenses were incurred.

Authorised by (Chair of Governors / Headteacher): _____**Signed:** _____ **Date:** _____