

# Governors' allowances policy

Ashbury Meadow Primary School



**Approved by:** L Babajide **Date:** 10.7.24

**Written on:** 9.6.23 L Thomas

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## 1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any 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, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

## 2. Legislation and guidance

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) This policy also has due regard to the following guidance:

DfE Governors' Handbook 2020 School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)

Under these regulations, schools may decide to provide payments to governors in order to cover costs for expenses paid whilst fulfilling their roles.

There are, however, restrictions on the circumstances under which governors can receive payments from the school. Governors must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.

The circumstances in which governors will receive payments must be agreed by the governing board in advance, and be authorised by submitting a claim form.

Any payments to governors must only be authorised if the governing board has deemed the circumstances beneficial to the school.

Any travel expenses must be returned at a rate not exceeding the HM Revenue and Customs approved mileage rates.

Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

## 3. 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 board may claim allowances by completing a claim form (see appendix 1) and submitting it to Kelly Greenstreet at the 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
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Babajide Lawal-Shekoni, Chair of Governors, **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.

#### **4. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher . Any amendments will be presented at a meeting of the full governing board.

## Appendix 1: governor claim form

Ashbury Meadow 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: \_\_\_\_\_

This form should be submitted to Kelly Greenstreet along with any relevant receipts.

The form should be submitted within two weeks of the expenses being incurred.