

Policy on Governors' Allowances
Kintbury St Mary's CE Primary School



Approved by: KSM Governing Board

Date: April 2021

Last reviewed on: April 2021

Next review due by: Summer 2022

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties.

Kintbury St Mary's Primary School Governing Board 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 is an appropriate use of school funds. The specific items allowable reflect this objective.

Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

The categories of eligible expenditure are as follows:

- Care arrangements (for exceptional circumstances)
Child care or babysitting expenses, where these are not provided by a relative or partner; Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Telephone calls and postage
- Travel
- Subsistence

Allowance Rates

Rates at which allowances are payable are as follows:

- Care Arrangements: Actual costs incurred, up to a maximum of £9 per hour
- Telephone Calls and Postage: Actual costs incurred.
- Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate
- For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £20 per journey.
- Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

All claims must be submitted to the of the Chair of F&R Committee for approval within one month of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement, e.g., bus ticket, phone bill, taxi receipt, till receipt.

In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

The total of all claims shall be reported to the Governing Body on an annual basis