



Governors' Allowances Policy

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Resources Committee	

Status:

Statutory policy or document	Yes
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Annually	Summer 2024

Version Control:

Author	Creation Date	Version	Status
Business Manager (SH)	23 June 2016	1.0	Approved version for SVF
Changed by	Revision Date		
Business Manager (BW)	8 July 2019	1.1	Reviewed and updated to include references to most recent legislation and expand the claims process section
Business Manager (BW)	2 September 2019	2.0	Final approved version for publication
Business Director (BW)	28 July 2022	2.1	Updated in line with The Key for School Leaders model policy (December 2021) including review frequency
Business Director (BW)	31 August 2022	3.0	Final approved version for publication
Business Director (BW)	18 March 2023	3.1	Annual review; no changes
Business Director (BW)	10 April 2023	4.0	Final approved version for publication

1 Aims

- 1.1 The governing body has decided to pay reasonable allowances from each school's delegated budget to cover any costs that governors incur through carrying out their duties.
- 1.2 This policy sets out the terms on which such allowances will be paid.
- 1.3 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

- 2.1 The [Governance Handbook](#) (section 4.7.1, paragraph 73) 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.
- 2.2 The legislation on governors' allowances is set out in the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3 Overview

- 3.1 Members of the governing body may claim allowances to cover expenditure necessary to enable them to perform their duties.
- 3.2 This does not include an attendance allowance, or payment to cover loss of earnings.
- 3.3 Members of the governing body may claim allowances by completing a claim form and submitting it to the Clerk to the Governing Body.
- 3.4 Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.
- 3.5 Members of the governing body 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
- 3.6 Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the federation's Business Director **before** they are incurred.
- 3.7 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.
- 3.8 All claims submitted must be supported by a valid receipt, ticket or VAT receipt for fuel in the case of mileage.

- 3.9 Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are published on [the HMRC website](#).
- 3.10 Governors are asked to submit any claims to the Clerk to the Governing Body within one month of their attendance at the qualifying event for authorisation by the Business Director.
- 3.11 Expenses will be reimbursed by BACS and governors will be asked to provide their bank details when they make their first claim.