St. Nicholas C of E Primary School

Governors' Allowances Policy

Our vision

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26

Date reviewed:	July 2024
Reviewed by:	R. Younger
Approved by Headteacher:	July 2024
Date of next review:	Autumn 2025

This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to Governors for certain out of pocket expenses they incur as a result of fulfilling their role as a Governor.

At St Nicholas C of E Primary School, we believe 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 our annual budget.

All Governors of St Nicholas C of E Primary School are entitled to claim the actual costs that they incur as follows:

- To attend Governors' Meetings, Committee Meetings and any other meeting, which as a Governor they are required to attend.
- For visits into school as agreed by the Governing Body (e.g. to observe progress on key priorities linked to the School Development Plan), which are then reported back to the Governing Body.
- To attend training or briefing meetings provided by Governor Services.
- Expenses may be claimed for attending conferences, training and meetings other than above, but the prior approval of the Chair of Governors must be sought. In the case of the Chair of Governors wishing to make such a claim, the Vice Chair's prior approval must be sought. No claims will be considered for remote attendance at meetings or free online training.

Governors will be able to claim for the following:

- The cost of travel, being the actual bus or train fare, or a mileage allowance at Her Majesty's Revenue and Customs' Approved Mileage Rate as published annually. A taxi should only be used with the prior approval of the Chair of Governors.
- The cost of childcare (excluding payments to current/former spouse/partner). Please note that childcare can usually be arranged in school on request.
- The costs of care arrangements for a dependent relative (excluding payments to current/former spouse/partner).
- Extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
- Authorised stationery costs where the school facilities cannot be used.
- Any other justifiable costs can be claimed with the prior approval of the Chair of Governors.

The school is not allowed to reimburse Governors for loss of earnings for attending meetings or a payment allowance for attendance.

Governors wishing to make claims under these arrangements should complete a claim form, which is shown at the end of this policy and is available on GovernorHub or from the school office. The completed form should be submitted to the school office, attaching receipts, and payment will be made usually on a termly basis. All claims must be scrutinised and approved by the Chair of Governors and the Headteacher and

will be subject to independent audit. The amount of individual claims will be kept confidential, but the total amount claimed should be reported annually to the Governing Body.

All claims made by the Chair of Governors must be approved by the Vice Chair of Governors.

Claim Form for Governors' Allowances

Forms should be submitted once per term to the school office. The HMRC approved mileage rate for 2024 is 45p per mile.

Name of Claimant …………………………………………..……………………..…………

I wish to claim the sum of £ …………….. for Governors' allowances as detailed below. I have attached relevant receipts to support my claim. I confirm that these expenses are actual and necessary.

Signed …………………………………………………   Date ……………………

Date of expenditure	Details of expenditure	Claim £
	Total claim	

Authorised by:

Signed …………………………………………………   Date ……………………
              Chair / Vice Chair of Governors

Signed …………………………………………………   Date ……………………
              Headteacher