



Governors' Allowance Policy

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Policy Created by;	L. Wordsworth
Policy Agreed by Governors;	September 2023
To be reviewed;	Annually
UNCRC (United Nation Convention of the Rights of a Child) Articles included in this policy;	1, 2, 3, 4, 5, 6, 12, 15, 16, 17, 23, 24, 28, 34, 36 and 39

Our Mission Statement

At St Anne's RC Primary School, we work together, learn together, play and care together in God's love to enable each unique person to achieve their full potential.

We aim to meet the needs of every child through a challenging, enriched curriculum, where everyone feels valued and respected. Providing a safe, secure and stimulating learning environment through an inclusive partnership between children, parents, our school, our church and the wider community.

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

The [Governance Handbook](#) (section 4.7) allows boards in maintained schools with a delegated budget to 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.

The legislation on governors' allowances is set out in [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

This policy complies with our funding agreement and articles of association.

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 and submitting it to the School Business Manager, c/o St Anne's R.C Primary School. 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 the 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 (see appendix 1).

4. Monitoring arrangements

This policy will be reviewed Every three years by the Governing Body Any amendments will be presented at a meeting of the full governing board.

Appendix1: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	15p	25p
Motorcycles	24p	24p
Bikes	20p	20p