

The Meadows School



Governors' Allowances Policy

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Amendment Register

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1. Rationale

This policy has been adopted and written in relation to Governor Allowances at the Meadows School and should be read in conjunction with the Local Authority Policies and Procedures and any Department for Education Policies, Statements and Guidelines.

2. Introduction

This policy statement has been developed in accordance with the legislation on governors' allowances as set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

The Governance Guide for maintained schools states that boards in maintained schools with a delegated budget have the discretion to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur whilst carrying out their duties as a governor.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, The Meadows School will maintain equality of opportunity, by ensuring that no member of the community is prevented from becoming a governor on the grounds of cost.

3. Allowances

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.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Meadows School.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Board:

- 3.1. Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
- 3.2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- 3.3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- 3.4. The cost of travel to and from meetings / training courses, where a governor uses their own vehicle, at a rate of 45 pence per mile which is the current HMRC approved mileage rate. Travel expenses must not exceed the HMRC approved mileage rates which are published on [the HMRC website](#);
- 3.5. Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- 3.6. Telephone charges, photocopying, stationery, postage, etc;
- 3.7. Any other justifiable allowances.

4. Claims:

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred. They will be submitted for approval by the Chair of Governors or the Chair of the Finance Committee to be presented to the Finance Committee (which meets at least once per half-term) or to the Headteacher for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Finance Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.