



Governors' Allowances & Expenses

September 2023

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Introduction

The Education (Governors' Allowances) Regulations 2003 allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty".

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- Care arrangements for a dependent. Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby-sitter.
- Care arrangements for an elderly or dependent relative. Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.
- Governors with a special need. Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.
- Governors whose first language is not English. The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.
- Telephone charges, photocopying costs and stationery. May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
- Travel and subsistence. May be reimbursed for

- Board meetings and visits to the school, between a minimum of 3 miles and maximum of 15 miles distance between the governors' home and the school;
- training and other work on behalf of the Board, only with prior approval of the Chair of Governors or Head teacher.
- mileage will be reimbursed according to current HMRC approved mileage rates (<http://www.hmrc.gov.uk/rates/travel.htm>). The use of public transport (where available) is encouraged. Fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel.
- Payments of expenses where these have been, or are already met by the Local Authority or other third party are excluded from this policy.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim periodically. Claims for any single meeting cannot exceed £50 and must be submitted within 14 days of the meeting along with certified receipts from a third party as appropriate but prior to the end of the financial year in question. Payment will be in arrears.

Claims should be made to the School Finance Manager and authorised by the Chair of Governors or the Head Teacher.

Claims will be met within 10 working days.