

# Hindley J and I School



## Governors' Allowances Policy

Reviewed October 2019

To be renewed: October 2020

\_\_\_\_\_ Signed on behalf of the school \_\_\_\_\_ date

\_\_\_\_\_ Signed on behalf of the governor's \_\_\_\_\_ date

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties.

The Governing Board believes 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 school funds. The specific items allowable reflect this objective.

All Governors and Associate Members will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or Associate Member of this School and with the prior approval of the Governing Board. These include:
  - ✚ Childcare or baby sitting expenses, where these are not provided by a relative or partner;
  - ✚ Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
  - ✚ The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - ✚ The cost of travel relating only to travel to meetings/training courses.
  - ✚ Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed any other source;
  - ✚ Telephone charges, photocopying, stationery, postage etc;
  - ✚ Any other justifiable expenses.
  
2. Governors may not claim for actual or potential loss of earnings or income.

### Allowance Rates

3. Rates at which allowances are payable are as follows:

Care Arrangements	Actual costs incurred, up to a maximum of [*] per hour
Telephone Calls and Postage	Actual costs incurred
Travel Rates (Private vehicle)	In accordance with the HMRC Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles
Travel Rates (Public Transport)	Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed [* ] per journey
Subsistence	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed

### Criteria for Claims

4. All claims must be submitted to the head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
5. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
6. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

### Financial Systems

7. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

[\*] The Governing Board may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing board meeting.