



# The Leys Primary & Nursery School

Learning Today ...Leading Tomorrow

## Governors' allowances policy

Date of issue: September 2023

### Contents

1. Aims
  2. Legislation and guidance
  3. Overview
  4. Monitoring arrangements
- Appendix 1: governor claim form
- Appendix 2: approved mileage rates

DOCUMENT DETAILS	
Approving Body	FGB
Author	Governing Body
Scheduled Review	2 years
Date of Policy	September 2023
Next Review	September 2025



# The Leys Primary & Nursery School

Learning Today ...Leading Tomorrow

## 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 4.7.1, paragraph 73) says that boards in maintained schools with a delegated budget can 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 [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 (see appendix 1) and submitting it to The Chair of Governors.

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.



# The Leys Primary & Nursery School

**Learning Today ...Leading Tomorrow**

## Other justifiable allowances

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, with receipts where possible, prior to the end of the financial year in question. Governors wishing to make claims under these arrangements should complete a claims form (appendix 1), attaching receipts where possible, and return it to the School Business Manager who is duly authorised to approve payments up to a maximum of £50.00 per term per governor and up to a total amount of £150.00 in any one academic year per Governor.

In the event of a dispute the Chair of Governor's decision is final

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

## 4. Monitoring arrangements

This policy will be reviewed every 2 years] by Chair of Governors . Any amendments will be presented at a meeting of the full governing board.



# The Leys Primary & Nursery School

Learning Today ...Leading Tomorrow

## Appendix 1: Governor claim form

Name:

Name of School:

Address

Post Code

Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Childcare/Babysitting expenses:

Care arrangements for an elderly or dependent relative:

Support for governors with special needs:

Support for governors whose first language is not English:

Travel to meetings/training courses:

Travel/subsistence to national meetings or training events:

Telephone Charges:

Postage:

Photocopying:

Stationery: Other (please specify):

TOTAL EXPENSES CLAIMED:



## The Leys Primary & Nursery School

Learning Today ...Leading Tomorrow

Appendix 2: 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	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p