

The Friars Primary School
Cannon Street
Salford
M3 7EU

Governor Allowance Policy



Happiness – Achievement – Respect - Determination

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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 4.6.1, paragraph 50) 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](#).

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 Head Teacher
- 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 Finance Committee **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 2).

4. Monitoring arrangements

This policy will be reviewed bi-annually by the Finance Committee. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

[School name]

Governor claim form

Name:

Address:

Claim period:

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

Signed: _____

Date:

This form should be submitted to [name of individual and, where appropriate, postal address] along with any relevant receipts.

The form should be submitted within [number of days/weeks] of the expenses being incurred.

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

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