



Sussex Road School
Governors’ Allowances Policy

Introduction

This policy statement has been developed in accordance with the Governors Handbook October 2020 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/925104/Governance_Handbook_FINAL.pdf

The governance of schools in England is rooted firmly in the principle of voluntary service. The government is committed to maintaining and promoting this principle for boards of both academies and maintained schools. This is in line with charity law and corporate governance practice in other parts of the public sector.⁶³

Paying people to be involved in governance is subject to very specific legal restrictions. This is true in both maintained schools and academies. . There is no legal power for schools, Local Authorities or the government to pay individuals on school boards for their governance duties.

The law allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governing bodies and associate members appointed by the governing body.²⁵ These allowances or expenses could cover any costs, such as travel or childcare, which they have incurred because of serving on a board. Where they choose to do so, it must be in accordance with a policy or scheme. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

Entitlement

School 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. **This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.**

All Governors of Sussex Road School are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, which they incur as follows:

- To attend governors’ meetings, committee meetings, panel meetings and any other meeting, which as a governor you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services/Local Authority.
- To attend conferences other than those mentioned above.
- Other justifiable allowances not mentioned above – as agreed by the Chair of the Board
- Casual visits to the school for school events do not qualify

Payments of expenses where these have been or are already met by the LA or any other body are excluded from this policy.

Expense Allowances

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections

[Childcare or babysitting allowances](#) - (Excluding payments to a current/former spouse or partner).

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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 Board, its committees or in otherwise representing the school or governing board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of attendance at an after school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted.

[Cost of care arrangements for an elderly or dependent relative](#) - (Excluding payments to a current/former spouse or partner/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. Appropriate proof of payment will need to be submitted.

[Governors with a Special Needs.](#)

Where the school or governing board 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 care support. Appropriate proof of payment will need to be submitted.

[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. Appropriate proof of payment will need to be submitted.

[Telephone charges, photocopying costs, printer ink, postage and stationery.](#)

May be reimbursed where the Governor is unable to use the facilities of the school or their own technology in the performance of any duty on behalf of the governing board. Governors must keep a written record or obtain a receipts, relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

[Travel and subsistence.](#)

Mileage, by the least expensive means as possible, may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing board (e.g. meetings, training courses, conferences, visits to other providers, etc.) is greater than 10 miles and does not exceed 50 miles.

Where necessary, the cost of parking to enable attendance of governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard rail ticket. Mileage allowance will be reimbursed at the prevailing rate for school staff. Where governors share transport, only the driver may claim mileage expenses. The Headteacher and any governor who is employed at the school will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend.

Claiming Expenses

Governors wishing to make claims under these arrangements, once prior approval has been given, should complete a claims form (Appendix A), attaching receipts, and return it to the school within two weeks of the date when the expense were incurred. They will be submitted for confirmation by the Chair of the Board.

Reimbursement will be made within a reasonable time frame.

Monitoring Arrangements

The FRP Committee will monitor the spending as part of their monitoring duties and report back to the Board.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or the school if they appear excessive or inconsistent.

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Appendix A



**Sussex Road School
Governor Expenses Claim form**

Name:	
Address	Date:
Post Code	Claim Period:

I claim the total sum of £_____ for governor expenses as detailed below.

Signed _____ date _____
Claimant

Authorised _____ date _____
Chair of Governors (or Headteacher where claimant is the Chair of Governors)

	Additional information	Date incurred
Child care/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 - meetings/training courses. Please include mileage for fuel claims		
Travel/subsistence - national meetings or training events		
Telephone call costs – include minutes and rate		
Postage		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Please return to the school together with all relevant receipts

Please complete Bank details to enable electronic payment	
Account Name	

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Bank	
Sort Code	
Account Number	

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