




GOVERNORS' ALLOWANCES
(Schemes for Paying)
(STATUTORY)

Date of Policy Issue/Review	Reviewed January 2024
Policy approved/date	By FGB at their meeting on 15 th January 2024
Signature of Governing Body	Signed for and on behalf of FGB 
Next review	January 2025

Purpose

The governing body plays a key role in the leadership and management of the school. Volunteering to become a school governor is a valued responsibility, contributing to the local community. Individual governors should not be deterred from playing their full part because of incidental costs.

Equality impact

This is referenced to the school's General Duty on equality, and should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

Role and responsibilities of governors

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the school's delegated budget. At the full governing body meeting held on 18th January 2021 it was agreed that the following expenses could be claimed from the same date:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at an hourly rate in line with the UK National Minimum wage
- care arrangements for a dependent (as above) at an hourly rate in line with the UK National Minimum wage
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (translations)
- telephone charges, photocopying, stationery, etc.
- car travel at *xp* per mile using HMRC's current approved mileage rates published on the HMRC website <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>
- other travel
- meals - the allowance that can be claimed, excluding alcohol, will be up to a scale rate that is deemed reasonably in line with HMRC (manual EIM30240 payments at a benchmark rate). Expenses will only be paid on proof of receipts. Please see the current table below:

Minimum journey time	Maximum amount of meal allowance
5 hours	£5
10 hours	£10

Claims should be submitted to the clerk to the governors who will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the headteacher.

Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Governors' Allowances Claims Form

Name:	
Address:	Date:
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.....

	£	p
Child care/Babysitting expenses at an hourly rate in line with UK National Minimum wage		
Care arrangements for a dependent at an hourly rate in line with the UK National Minimum wage		
Support for governors with special educational needs		
Support for governors whose first language is not English		
Telephone charges, photocopying, stationery, etc.		
Car travel at <i>xp</i> per mile using HMRC's current approved mileage rates published on the HMRC website https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax		
Other travel		
Meals – see above		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the (Clerk to the Governors).