

ENFIELD GRAMMAR SCHOOL



Governors' Allowances Policy

Approved by: Resources and Management Committee
Approved: December 2024
Next review due by: December 2026

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1. Aims

Whilst the governors of Enfield Grammar School fulfil their roles as volunteers, the governing body has decided to pay reasonable allowances from the school's delegated budget to cover certain costs that governors incur through carrying out their duties. However, it is expected that claims are only made where financial assistance is required.

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 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses, in line with their articles.

3. Overview

Members of the governing body 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 body may claim allowances by completing a claim form (see appendix 1) and submitting it to the Senior Finance Officer by email at finance@enfieldgrammar.org

All governor expense claims must be approved by the Chair of Governors or Vice-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.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors or Vice-Chair of Governors **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. Claims

Members of the governing body may claim for:

- Childcare / care for elderly or dependent relatives

Where a governor does not have a spouse, partner or other responsible adult to care for a child / dependent when attending governor meetings or representing the school or governing body. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer.

- Extra costs incurred because they have a special need or English as a second language.

Where the school or governing body 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 support, as the case may be.

- Travel and subsistence costs.

Telephone charges, photocopying, postage, stationery, etc. may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to the expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- Other justifiable allowances

4. Monitoring arrangements

This policy will be reviewed every 2 years. Any amendments will be presented at a meeting of the full governing body.

Appendix 1: governor claim form

Enfield Grammar School

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 the Chair of Governors for approval and then to the Senior Finance Officer along with any relevant receipts for payment.

The form should be submitted within 1 month 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