

**Governors’ Allowances Policy** (reviewed *November 2022***)**

**Introduction**

This policy statement has been developed in accordance with the Education (Governors’ Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school’s annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Governing bodies can continue to choose whether or not to pay allowances to governors. Bensham Grove Community Nursery School Governing Body 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.

Governors should be able to claim legitimate expenses where governing bodies have set up schemes to make such payments.

•Payments can be made for any expenditure necessarily incurred by individual

governors to enable them to carry out governor duties.

•Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates.

•Payments of other allowances must only be made on provision of a receipt. The

amount to be paid should be determined by the governing body and be limited to

the amount shown on the receipt.

•Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

•Allowances can be paid to governors serving on temporary governing bodies, and to associate members.

•Governor allowances will continue to be paid from the school’s delegated budget.

•In schools without delegated budgets, the LEA may pay governor expenses.

**AIM**

The aim of this policy, protocol and procedure is to ensure that the process for claiming allowances is fair, clear and transparent. The school is committed to ensuring that their governors do not incur excessive costs in relation to the voluntary duties they carry out on behalf of and in support of the school.

**Allowances**

**Travel**

Travel allowances are available to governors attending meetings at the school in relation to their duties as governors. Governors are expected to use the most practical and/or cost-effective form of travel available. This will include:

•Car mileage and parking

• Bus and train fares

• Taxi fares

**Car Mileage**

Mileage by car will be paid at the rate recommended for volunteers by Her

Majesty’s Revenue and Customs (HMRC) which currently is 45 pence per mile for

the first 10,000 miles in the tax year. This rate is without any tax implications for

governors.

**Bus, Train Fares**

All bus and train travel expenses can be reimbursed.

**Childcare or other dependant carer’s costs**

This allowance can be paid where care provision is required for a dependant. The allowance will be paid where a member requires care provision for a dependent to enable that member to attend:

1.A sub or full governing body meeting

2.Take place as a Governor on a recruitment and selection panel

3.Complete a monitoring visit

**Dependents are defined as:**

• Children aged 14 or less

• Anyone who is living as part of the carer’s household who requires a carer to be in attendance.

**A carer is defined as:**

• Anyone over the age of 16 who is not part of the member’s household

The allowance is payable for the length of the qualifying duty plus up to one hour each side to cater for travelling time.

Allowances payable in respect of childcare arrangements, or other care costs, are

£15.32 per hour for qualified carers

£9.96 for unqualified persons

Cost of care arrangements for an elderly or dependent (claimed on a business invoice).

**Other Costs**

Extra costs incurred in performing duties either because of a special educational need or English as an Additional language.

Administration costs eg - Telephone charges, photocopying, stationary, postage etc.

**Procedure for Payment of Allowances**

A designated payment authoriser:

•The Headteacher if the Governor is making a department visit to the school or is attending a:

1.sub or full governing body meeting

2.recruitment selection panel duties

The attendance list recorded in the Governors minutes will be used to verify attendance at a meeting.

The ‘signing in and out’ book (at reception) will be used to verify attendance for either:

1.a monitoring visit

2.participation on a recruitment selection panel

**Claim Forms**

All information on the claim form must be provided, including details of the start and finish times, journeys made, and costs incurred.

**Receipts**

Please note all claims submitted must be supported by receipts or tickets for the purposes of internal audit. Claims cannot be authorised or processed without valid receipts or tickets

Any mileage claims for fuel used must be submitted with a VAT receipt for fuel. This receipt does not need to match the value of the claim, but it does need to be a receipt for fuel purchased prior to the journey being claimed for.

Governors are asked to submit any claim forms within a month of their attendance within the above categories. The expenses will be reimbursed by BACS (Bankers Automated Clearing System) and governors will be asked to provide their bank details when they make their first claim.

**Contacts**

To process your claim, please contact:

Mrs Denise Kilner – Head teacher or Mrs Janine Belshaw – School Administration Officer