



Boroughbridge High School

Scheme for Paying Governors' Allowances

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Board and its committees, undertaking governor development and otherwise acting on behalf of the governing Board (see Appendix A).
2. Governors may not claim for actual or potential loss of earnings or income.
3. All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

4. Categories of eligible expenditure are as follows:
 - Child care or baby-sitting expenses, where these are not provided by a relative or partner;
 - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
 - Telephone calls and postage;
 - Travel;
 - Subsistence

Allowance Rates

5. Rates at which allowances are payable are as follows:
 - Care arrangements: Actual costs incurred up to a maximum of £5 per hour. In exceptional circumstances, such other sum as may be agreed by the Chair of the Governing Board prior to any costs being incurred;
 - Telephone calls and postage: Actual costs incurred;
 - Travel rates: In line with the NYCC rate for non-teaching staff (currently 42p per mile) or the HMRC approved mileage rate, whichever is the lower.
 - For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority;
 - Subsistence: In line with the relevant NYCC rate for non-teaching staff. Potential claims for subsistence require the prior approval of the Chair of Governors.

Criteria for Claims

6. All claims must be submitted to the Headteacher on the appropriate form, normally within one month of the expenditure being incurred or bills/statements being received, unless otherwise agreed.
7. Receipts must be supplied to support claims for reimbursement, e.g. train/bus ticket, phone bill, taxi receipt, till receipt.
8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

9. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

Approved by Boroughbridge High School Governing Board on 1st October 2020

Date of Review: **Annually**

Extract from:
The School Governance (Roles, Procedures and Allowances) (England)
Regulations 2013

PART 6

Governors' Allowances

Note the terms governing body and governor both apply where a temporary governing body exists under the 2002 Education Act.

Schools with delegated budgets

28.—(1) The governing body of a maintained school which has a delegated budget(**a**) may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2 below).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

Schools without delegated budgets

29.—(1) The allowances referred to in paragraph (2) can also be paid where the governing body does not have a delegated budget as above (section 519 of the EA 1996)

Travel payments for private vehicles

30. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate¹ as published from time to time.

¹ HMRC's Approved Mileage Rates are available at <https://www.gov.uk/expenses-and-benefits-business-travel-mileage>