



Policy for the Payment of Expenses and Allowances for Governors and Associate Members

Introduction

The law allows boards in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members of the board to cover any costs, such as travel or childcare, which they have incurred because of serving as a governor. 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 duty as a governor. 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.

Governance Handbook for Trustees of Academies and Multi-Academy Trusts and Governors of Maintained Schools: November 2015

The Governing Board acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

This policy applies equally to all categories of Governor.

Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Board or its committees or other agreed activities, such as training events.
- Appropriate proof of payment should be submitted.
- This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

- Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made.
- Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Travel and subsistence

- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt

Special Needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs.

Other

- This list is not exhaustive and the Governing Board agrees to reimburse other justifiable expenses.

Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by (Chair of Governors/Vice Chair) and submitted to the School Business Manager for payment.

The policy and amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of governor, including associate members.

Agreed by Governors September 2023



Claims Form

Name:	Name of School:
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	p
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 to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to the School Business Manager: