



## St Nicolas CE Primary School

### GOVERNOR ALLOWANCES POLICY

HEADTEACHER SIGNATURE:

*A. Spoon*

GOVERNOR SIGNATURE:

*[Handwritten signature]*

DATE ADOPTED: January 2025

DATE FOR REVIEW: January 2027

Additional notes:

Cross reference with the following policies/guidance/legislation:

- The [Governance Handbook](#) (section 4.7.1, paragraph 73) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.
- The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#)

## **Policy for the Payment of Allowances (Expenses) for Governors and Associate Members**

### **Governors' Allowances Policy - Introduction**

This policy statement has been developed in accordance with the DfES (Governors' Allowances) Regulations 2003 (updated 2013). These regulations give Governing Bodies the discretion to pay allowances from the school's annual (delegated) budget allocation to Governors for certain, legitimate allowances which they incur in the context of carrying out their duties so that they are not out of pocket for the valuable work which they do. Allowances can be paid to Governors serving on temporary Governing Bodies, and to Associate Members.

St Nicolas 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.

### **The Governing Body at St Nicolas School acknowledges that:**

- Governors may not claim attendance allowances (i.e. payment for attending meetings themselves);
- Governors may not be reimbursed for loss of earnings;

### **All Governors of St Nicolas School will be entitled to claim the actual costs which they incur as follows:**

1. Governors will be able to claim allowances (expenses) in arrears providing such allowances are incurred in carrying out their duties as a Governor or representative of St Nicolas School. This policy sets out justified reimbursable costs against which an allowance claim can be made. Any other requests for an allowance claim must be justified by the Resources Committee before any reimbursable costs are incurred.
2. Governors will be able to claim for the following allowances up to a maximum of £250 per Governor per year:
  - a) Childcare or babysitting: claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the Governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. 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).
  - b) Care arrangements for an elderly or dependent relative: costs may be claimed for situations similar to those for childcare with the same exclusions.
  - c) Support for special needs: the extra costs incurred by a Governor in order to perform his/her duties either because they have special needs or because English is not their first language may be claimed.
  - d) Travel costs: mileage may be claimed for distances exceeding 20 miles for the purpose of attendance at meetings of the Governing Body or its Committees or other agreed activities (from home). Claims will be reimbursed at the rate of 45p per mile (which does not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence). Where public transport is used, the actual cost of the expenditure will be reimbursed up to standard class/economy travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. A receipt is mandatory for this claim.

- e) Subsistence costs: claims for subsistence allowances (i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred), will be reimbursed up to a maximum amount of £25. A receipt is mandatory for this claim.
- f) Telephone charges, photocopying, stationery, etc: where a Governor is unable to use the School's facilities for any of these, 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.
- g) Any other justifiable allowances: Governors who wish to claim for any other allowances must submit a request to the Resources Committee prior to incurring such an expense. The Resources Committee will consider these proposed future claims on a case by case basis to determine whether or not they are justified. Such submissions should be made to the Chair of the Resources Committee (or nominated member) no less than one week prior to the Resources Committee meeting prior to the anticipated expense being incurred. The decision made regarding this request will be communicated to the Governor by the Chair of the Resources Committee (or nominated member) within 24 hours.

### **Notes**

- Allowances for travel cannot exceed the Inland Revenue Approved Mileage Rates.
- Payments of other allowances must only be made on provision of a receipt.
- The amount to be paid, once approved, will be limited to the amount shown on the receipt.
- Costs that can be claimed from the LEA or any other source should be submitted to these bodies and not to the School.

### **Making a Claim**

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. Governors wishing to make an allowance claim under these arrangements should complete a claims form (obtainable from the School Office), attaching receipts, and return it to the Chair of the Resources Committee (or nominated member) via the School Office within two weeks of the date when the allowances were incurred. They will then be presented to the next Resources Committee meeting (which meets at least once per half-term) for authorisation, at which point they will be submitted to the school Finance Officer for payment by cheque.

All claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy and amounts payable will be reviewed on a biennial basis.

**This policy applies equally to all categories of Governor, including Associate Members.**

**St Nicolas CE Primary School Abingdon  
Governor Allowances Claim Form**

<b>Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Date:</b>	<b>Claim Period:</b>

	£0.00
Childcare/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 <sup>1</sup>	
Travel/subsistence to national meetings or training events	
Telephone charges	
Postage/photocopying/stationery <sup>2</sup>	
Other (please specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

I claim the total sum of £..... for governor allowances as detailed above. I have attached relevant receipts to support my claim.

Signed: .....

This form should be submitted to:  
Chair of the Resources Committee, c/o St Nicolas School Office, Boxhill Walk, Abingdon, OX14 1HB

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<sup>1</sup> Petrol can be reclaimed at a cost of 21p per mile as per HMRC guidance from 1<sup>st</sup> December 2019

<sup>2</sup> Where not possible in school

**Resources Committee**

Payment: authorised/declined  
(delete as appropriate)

Value of payment to be made: £ \_\_\_\_\_

Decision made by Resources Committee on (date): \_\_\_\_\_

Signed \_\_\_\_\_  
(Chair of Resources or nominated member)

Cheque £ \_\_\_\_\_

Paid (date): \_\_\_\_\_

By: \_\_\_\_\_

Signed: \_\_\_\_\_