St Catherine's
CE PRIMARY SCHOOL

Governor Allowances Policy



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Approved by & date:	FGB

1. Aims

The governing board has agreed to pay reasonable allowances from the school's delegated budget to cover any out-of-pocket expenses incurred by governors while carrying out their official duties.

This policy sets out the circumstances under which such allowances may be claimed and reimbursed. By adopting this policy, the governing board aims to ensure that no member of the community is prevented from becoming a governor due to financial considerations.

2. Legislation and Guidance

This policy is based on the following statutory guidance and legislation:

- The Governance Handbook (Section 4.7.1, paragraph 73), which states that governing boards of maintained schools with a delegated budget may decide whether or not to pay allowances to governors
- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6

3. Overview and Principles

Members of the governing board may claim allowances to reimburse expenditure necessarily incurred in order to enable them to perform their duties.

Governors must not receive:

- Attendance allowances
- Payment for loss of earnings

All claims must:

- Be made using the school's claim form (see Appendix 1)
- Be submitted to the School Business Manager:
  Kris Edwards – kedwards@stcatherines.worcs.sch.uk
- Be supported by original receipts
- Be limited to the actual amount spent, as evidenced by the receipt

Claims will be paid in arrears and considered on a case-by-case basis. Wherever possible, reimbursable expenditure should be agreed in principle by the governing board in advance of being incurred.

The Chair of Governors (or Vice-Chair, where appropriate) reserves the right to investigate any claim that appears excessive or inconsistent. All claims are subject to independent audit.

4. Allowable Expenses

Governors may claim allowances for the following categories of expenditure, where incurred wholly, exclusively and necessarily in the course of their duties:

- Childcare costs incurred while attending approved governor meetings or carrying out approved governor duties
- Care arrangements for elderly or dependent relatives while attending approved governor meetings or duties

- Additional support costs related to a governor's special educational or access needs
- Travel and subsistence costs incurred in the course of governor duties
- Telephone charges, photocopying, postage, stationery, and similar administrative costs
- Other justifiable expenses agreed in advance by the governing board

Travel expenses incurred when using a private vehicle will be reimbursed at no more than the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).

Appendix 1: governor claim form

St Catherine's CE Primary 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: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Kris Edwards kedwards@stcatherines.worcs.sch.uk along with any relevant receipts.

The form should be submitted within 4 weeks 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.

The rates are as follows:

Vehicle Type	First 10,000 Business Miles (per tax year)	Each Business Mile Over 10,000
Cars and vans	45p per mile	25p per mile
Motorcycles	24p per mile	24p per mile
Bicycles	20p per mile	20p per mile