



Model Policy for Paying Governor Allowances

Governor Services
2024

School Name Bretherton Endowed (09029)

Approved by	[Full Governors]	Review cycle	[Every 2 years]
Last reviewed on	[November 2024]	Next review date	[2026]

Policy Aims

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 any other activities to carry out their duties.
2. This policy outlines the terms on which these allowances will be paid.
3. By adopting this policy, the Governing Board intends that all members of the community can become a governors, and that cost will not act as a barrier.

Overview and Legislation

4. Governing Boards of maintained schools with a delegated budget can choose to pay allowances to board members in accordance with is set out in [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6.](#)
5. All governors and associate members are eligible to claim allowances in accordance with this scheme.
6. Governors cannot be paid attendance allowance or for any loss of earnings.
7. All such payments will be paid from the school's delegated budget, and therefore subject to the same budgetary control, authorisation, and audit arrangements as other items of official expenditure.

Eligible Expenses

8. Governors and associate members of the board may claim for:
 - a) Care arrangements:
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;
 - b) Telephone calls, postage, photocopying or stationary
 - c) Travel
 - d) Subsistence
 - e) Costs incurred because they have a special need or English as an additional language

Allowance rates and reimbursement

9. Rates at which allowances/reimbursements are payable are as follows:

Care Arrangements	Actual costs incurred, up to a maximum of [*] per hour for the care of a child or an elderly or dependent relative requiring full time care. For the purposes of this policy, a carer is identified as anyone other than an existing or former spouse or partner, a responsible person who normally lives in the family home.
Travel Rates	<p>Where the return journey from home to school by the shortest practicable route exceeds [*] miles travelling expenses for the excess mileage will be payable at the HMRC current approved mileage rate.</p> <p>If travel is undertaken by means of public transport, actual expenditure will be reimbursed. However, where more than one class of fare is available, the rate shall be limited to standard-class fares.</p>
Subsistence	Under normal circumstances no expenses will be provided for subsistence. However, if additional expenses are incurred because work as a governor requires taking meals (ie breakfast, lunch or dinner) away from school reimbursement will be made for the food/drink items bought on the day claimed up to a maximum of [*].

Criteria for claims

10. Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by [the governing board/a named committee or individual] before they are incurred.
11. All claims must be authorised by the chair or headteacher and submitted to school by the end of each term. Claims for travel and subsistence expenses outstanding for more than six months will not be accepted.
12. Receipts/Invoices must be supplied to support claims for reimbursement.
13. In the case of telephone calls, an itemised phone bill should be provided identifying the relevant calls.

14. The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Financial Systems

15. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.
16. [*] The governing board may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing board meeting.

Review cycle

17. This policy will be reviewed [*] by the governing board/committee. Amendments will be presented at a full governing board meeting.

Appendix A: Governor Claim Form

Governor Claim form

School Name:

School Address:

Claim Period:

I claim the total sum of £..... for governor expenses as detailed below.
I have attached relevant receipts and information to support my claim.

Signed

Date

EXPENSES	£
Care arrangements (childcare or care arrangements for dependent relatives)	
Support for a special need or English as a second language	
Travel	
Subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

Appendix B: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published online by [HMRC](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p