
	Name of School	Corbets Tey School
	Policy Review Date	Autumn Term 2021
	Next Review Date	Autumn Term 2022
	Reviewed by	Governor Name: Paul Knight Governor Signature: 

Governors' Allowances Policy

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

[The Governance Handbook Oct 20 \(section 4.7\)](#) allows boards in maintained schools with a delegated budget to 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 [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

Extract from the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Governors' allowances (Part 6)

"30. School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

31. 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. Ether expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt."

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings. Reimbursement will not usually be granted to cover expenses for attendance at regular full board or committee meetings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Leadership and Management Committee (which meets at least once per term) for final approval.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Full Governing Board or the Leadership and Management Committee **before** they are incurred.

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.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

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

4. Monitoring arrangements

This policy will be reviewed annually by the governing board.

Appendix 1: governor claim form

Corbets Tey 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	COST
Childcare	£
Care arrangements for dependent relatives	£
Support for a special need or English as a second language	£
Travel or subsistence	£
Telephone charges, photocopying, postage or stationery	£
Other (please specify)	£
Total expenses claimed	£

This form should be submitted to:

Finance Officer, Corbets Tey School, Harwood Hall Lane, Upminster, Essex. RM14 2YQ along with any relevant receipts.

The form should be submitted with 2 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](#).

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