

Growing Together Federation

Bowerdean Nursery School
Henry Allen Nursery School
Mapledean Nursery School

Governors' allowances policy

1. INTRODUCTION

- 1.1. All governors and associate members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing board and its committees, undertaking governor development and otherwise acting on behalf of the governing board. N.B. Governors may not claim for actual or potential loss of earnings or income.

2. LEGISLATION AND GUIDANCE

- 2.1. 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.
- 2.2. The legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3. FINANCIAL SYSTEMS

- 3.1. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

4. CRITERIA FOR CLAIMS

- 4.1. All claims must be submitted to the Co-Head teacher on the attached form within one month of the expenditure being incurred (except for telephone calls).
- 4.2. Receipts must be supplied to support claims for reimbursement, e.g. public transport tickets, phone bills, taxi receipts, till receipts.
- 4.3. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- 4.4. Allowance for travel cannot exceed the HMRC mileage allowances
<https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

5. ELIGIBLE EXPENSES

- 5.1. Categories of eligible expenditure are as follows:
 - Care arrangements for children (childcare or babysitting 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

- Extra costs involved either because there is a special need or because English is not the first language
- Telephone calls, postage, stationery, photocopying
- Travel
- Subsistence
- Any other justifiable allowance

6. MONITORING ARRANGEMENTS

6.1 This policy will be reviewed by the governing body of The Growing Together Federation. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

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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 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 along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.

Appendix 2: Rates at which allowances are payable are as follows:

EXPENDITURE	RATES PAYABLE
Care Arrangements	Actual costs incurred, up to a maximum of [*]
Support for Special Needs	Extra costs incurred as a result
Support if English is not first language	Extra costs incurred as a result
Telephone, Postage etc.	Actual costs incurred
Travel - Mileage	In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p per mile for motorcycles.
Travel - Public transport	Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed [*] per journey.
Subsistence	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

[*] The Governing Board may vary these rates to meet their particular circumstances. It is suggested that rates for Care Arrangements are £12.71 per hour in line with the current Living Wage. For travel by taxi the maximum cost per journey might be £10.00.

These rates must be agreed at a full governing body meeting