

Governor Allowances Policy

This policy statement is in compliance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The 2013 regulations state that:-

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.

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. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed from time to time and are on the HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Monitoring and Evaluation Arrangements:

The Full Governing Body will review this policy annually.

Governors of The Kennet Federation are entitled to claim the actual costs, which they incur as follows:-

1. Governors will be able to claim allowances providing they are incurred in carrying out their duties as a Governor or representative of The Kennet Federation, and have been agreed by the governing body to be a justified reimbursable cost. Justification must occur prior to incurring costs.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the School Business Manager and Executive Headteacher :-
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner); whereby arrangements have to be made that are different to normal;
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - Mileage expenses incurred travelling to/from meetings and training courses in excess of 10 miles, to be payable at a rate not exceeding that of the current HMRC approved mileage rate.

- Travel (public transport) and subsistence costs, payable associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any othersource;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiableallowances.

The Governing Body acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Governors should car share when attending the same event to minimise costs.

Governors wishing to make claims under these arrangements should complete an expenses form (Appendix 1) and send it to the Chair of Governors for approval at least one week prior to the expenses being incurred. Once the expenses have been incurred, the claim form and relevant receipts should be sent to the Chair of Governors for final approval prior to submission to the School Business Manager for payment. Claims should be submitted less than two weeks from the date of the expense otherwise they may be disallowed at the absolute discretion of the Chair.

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

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| Signed | L Miller | Chair of Governors |
| Reviewed | 15 July 2020 | |
| Date of next review | Summer 2021 | |

