

Balcombe C E (C) School



Governors' Allowances Policy

Adopted by Governors: May 2007

Reviewed: May 2016
January 2019
November 2020
May 2021

Next Review: May 2022

1. Aim

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](#) (section 4.7.1, paragraph 63) 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.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Balcombe CE Primary School, and are agreed by the Resourcing Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- 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;
- The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Balcombe CE Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the Business Manager within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors to be presented to the Resourcing Committee for final approval.

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

4. Payment

Governors should note that expenses in excess of expenditure count as "earnings" to the Department of Social Security or Inland Revenue. Out of pocket expenses can be set against benefit in these cases. Tax paying governors receiving "honoraria" or "lump sums to cover expenses" rather than straight refunds of expenses incurred are regarded by the Inland Revenue as "employees" and become liable to tax on money received to cover expenses.

Expenses will be reimbursed via bank transfer upon completing the Governor Expense Claim Form (refer Appendix 1) and provision of relevant receipts.

This policy will be reviewed annually.

Appendix 1: Governor Expense Claim Form

Balcombe C E 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: (enter £ amount per type)

1. Childcare
2. Care arrangements for dependent relatives
3. Support for a special need or English as a second language
4. Travel or subsistence
5. Telephone charges, photocopying, postage or stationery
6. Other (please specify)

Total expenses claimed = £

Reimbursement will be via bank transfer.

Account name:

Sort Code:

Account Number:

This form should be submitted to Lara Power, Business Manager, along with any relevant receipts.

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