



Governors' Allowances Policy

Loreto High School Governors' Allowances Policy

Statement of intent

At Loreto High School we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing bodies of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors and associate members of the governing body, for any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring all governors, and non-governors who are members of the Governing Body, receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing duty.

The amount of time the governors dedicate to the school is very much appreciated and school would wish to be reasonable in considering out of pocket expenses arising from their role. The school believes that including payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

Any claim for expenses has to be met from the school's delegated budget.

Governors may not be paid attendance allowance.

Governors may not be reimbursed for loss of earnings.

The Governing Body delegates the authority to the Head Teacher for the implementation of this policy and approval of expenditure within the set budget.

1. Legal framework

1.1. This policy has due regard to the following legislation, including, but not limited to:
The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)

1.2. This policy also has due regard to the following guidance:
DfE (2019) 'Governance handbook'

2. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)

- 2.1. Under these regulations, schools may decide to provide payments to governors in order to cover costs for expenses paid whilst fulfilling their roles.
- 2.2. There are, however, restrictions on the circumstances under which governors can receive payments from the school. Governors must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.
- 2.3. The circumstances in which governors will receive payments must be agreed by the Governing Body in advance and be authorised by submitting a claim form (Appendix A)
- 2.4. Any payments to governors must only be authorised if the Governing Body has deemed the circumstances beneficial to the school.

- 2.5. Any travel expenses must be returned at a rate not exceeding the HMRC approved mileage rates.
- 2.6. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

3. What can governors claim expenses for?

Governors must obtain prior approval from the Headteacher on a case by case basis before any reimbursable costs are incurred. For each category listed below, Governors are entitled to claim the actual costs that they incur in carrying out their duties as a Governor of Loreto High School.

3.1 Travel and subsistence

Travel costs should be kept to the minimum possible taking into consideration the timing of the event and other commitments the Governor may have.

Mileage may be claimed for the purpose of attendance at meetings of the Governing Body or its committees or agreed training courses or other agreed activities, at the level of mileage rates published by HMRC (45 pence per mile for the first 10,000 miles, then 25 pence for each subsequent mile). Reasonable car parking charges that would not otherwise have been purchased will be reimbursed. Receipts will be required.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances incurred, ie for meals that would not otherwise have been purchased will be reimbursed upon the production of a receipt up to a maximum amount of £ 15/day. Alcoholic beverages will not be reimbursed.

3.2 Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

3.3 Care arrangements for an elderly or dependent relative

Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

3.4 Specific Needs

Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.

The circumstances in which governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.

3.5 Telephone charges, photocopying, stationery, etc

Wherever possible a governor should use the school facilities. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently. Receipts must be submitted where appropriate; in all other cases a detailed written record should be made, signed and submitted. This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the Governing Body.

4. How are expenses claimed?

- 4.1. Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.
- 4.2. Claims should be made using a claim form, and submitted to the Finance Manager, Clare Curnow, via the school office.
- 4.3. Any claims will not be reimbursed unless authorised by the Headteacher.
- 4.4. All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the chair of governors may ask for further details.
- 4.5. Claims can be made using the form in [Appendix A](#)

This policy applies equally to all categories of governor, including associate members.



Governor's Expense Claim

Governor's name:

Address:

I claim the total sum of £ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of Loreto High School Governing Body. I have given details of the reason for the expense eg date and name of the event attended.

I have attached the relevant receipts in support of my claim.

Signed:

Date:

Expense	Reason/Event	Date	£
Child care / babysitting			
Care for dependent relative(s)			
Mileage Costs			
Miles: @ 45p/ mile			
Car Parking			
Other Travel			
Subsistence			
Postage			
Stationery			
Other (please specify)			
Total claimed			

This form should be submitted to: ***The School Business Manager, The Finance Office, Loreto High School, Nell Lane, Chorlton, Manchester, M21 7SW***