


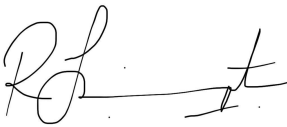
# Christ Church New Malden

Church of England Primary School



## Governors' Allowances Policy

Committee responsible	Business Impact Committee
Approval required by	Governing body, individual governor or headteacher
Statutory or Recommended	Statutory
Frequency of review	1 year
Date last reviewed	January 2024
Date of next review	January 2025
Display on website	Yes
Purpose	To provide a safe and ordered school environment
Consultation	Governing Body
Link with other policies	Finance Policy

	Signed	Date
Headteacher		19th January 2024
Chair of Governors		19th January 2024

## Statement of intent

At Christ Church, 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 boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors and associate members of the governing board, 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 board, receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing duty.

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.

### 1. Legal framework

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).

This policy also has due regard to the following guidance: DfE (2020) [‘Governance handbook’](#).

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

Under these regulations, schools may decide to provide payments to governors in order to cover costs for expenses paid whilst fulfilling their roles.

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.

The circumstances in which governors will receive payments must be agreed by the governing board in advance, and be authorised by submitting a claim form.

Any payments to governors must only be authorised if the governing board has deemed the circumstances beneficial to the school.

Any travel expenses must be returned at a rate not exceeding the [HMRC approved mileage rates](#).

Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

What can governors claim?

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the governing board:

Travel:

- Claims for expenses may be made for travel between the governor's household and the school, at the level of [mileage rates published by HMRC](#).
- The nature of the visit must be related to the work of the governing board, e.g. governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
- The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.

Childcare:

- Expenses will be paid for the cost of childcare or a babysitter where the governor must attend meetings relating to the work of the governing body and suitable childcare arrangements are not already in place
- 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.

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.

Telephone charges, photocopying, stationery, etc.

- Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
- Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the governing board.

### **3. How are expenses claimed?**

Governors wishing to make claims under these arrangements should get prior approval from the Chair of Governors (or Chair of the Business Impact Committee in the case of the Chair). Once prior approval has been sought, the claims form should be completed, attaching receipts, and submitted for approval by the Chair of Governors (or Chair of the Business Impact Committee in the case of the Chair) within two weeks of the date on which the expenses were incurred. The form is available in Appendix one.

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. Claims should be made using the form in Appendix one.

Appendix One

# Governors' Allowances Claim Form

I declare that the expenses claimed are necessary for fulfilment of my duties as a governor of the school.

Your name: ..... Signed: ..... Dated :... / ... / ....

Date Occurred	Details of Expense	Mileage (If applicable)	£ claimed

*NB Expenses should be submitted to the School, with receipts attached, within two weeks of when occurred. They will be submitted for approval by the Chair of Governors (or the Chair of the Business Impact Committee in the case of the Chair). (See the Governors' Allowance Policy)*

I declare that the expenses claimed:

- are necessary for fulfilment of my duties as a governor of the school
- had the prior approval of the Governing Body

Your name: ..... Signed: ..... Dated: ... / ... / ....

Approved by

Name: ..... Signed: ..... Dated: ... / ... / ....  
*Chair of Governing Body / Chair of Business Impact*

Dated ... / ... / ....

Received by School ... / ... /

Processed for payment