



Version Date:	July 2019
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### **Governors' Expenses (Allowances) Scheme**

This policy statement has been developed in accordance with the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain out of pocket expenses which they incur in carrying out their duties. The Governing Body of Moorside Community Primary School (MCPS) believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

**All governors of Moorside Community Primary School will be entitled to claim the actual costs, which they incur, as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Moorside Community Primary School, and are agreed by the Resources 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 baby-sitting 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 45p 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 LA or any other source;
- Telephone charges, photocopying, stationery, postages.
- Any other justifiable allowances.

**The Governing Body at Moorside Community 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, should complete a claims form – Appendix 1 - obtainable from the School Office, attaching receipts where possible, and return it to the Clerk to the Governing Body within two weeks of the date when the allowances were incurred. The Clerk will direct any queries to the Chair of Governors and the Headteacher.

Any and all allowances claimed will be reported back to the Full Governing Body on an annual basis.

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

This policy will be reviewed annually.

## Appendix 1

### Model Claims Form

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	p
Child care/Babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form and receipts should be submitted to:

Sue Frankland, Clerk to the Governing Body

## Appendix 3

### Key Messages:

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.

31. 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 annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

For more information:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013:

<http://www.legislation.gov.uk/ukxi/2013/1624/contents/made>

HMRC guidance on mileage and fuel allowances:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances>