



SHIRLEY COMMUNITY NURSERY AND PRIMARY SCHOOL
CAMBRIDGE

Governors' Allowances Policy

Reviewed by the Resources Committee 21 June 2017

Adopted by the Full Governing Body 13 July 2017

Introduction to the Policy

The law allows a Governing Body of a maintained schools with a delegated budget to choose whether to pay allowances or expenses to governors and associate members to cover any costs, such as travel or childcare, which they have incurred because of serving as a governor. Where they choose to do so, it must be in accordance with a policy or scheme. 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 not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are changed annually and are on the HMRC website. Other expenses should be paid on provision of a receipt (at a rate set out in the policy) and be limited to the amount shown on the receipt.

The provision for governors to be paid allowances is contained in part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. The Department for Education's guidance on these regulations states:

*30. 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.*

This policy sets out the rules around what will be deemed an allowance, i.e. reasonable childcare, and the process for submitting a claim.

Payment of Governors' allowances
Status: Statutory Policy (unless the Governing Body has elected not to pay expenses)

Purpose

We believe that the Governing Body plays a key role in the success of the school. Individual Governors should not be deterred from playing their full part because of incidental costs.

At the full Governing Body meeting held on 13 July 2017, it was agreed that the following expenses could be claimed from 13 July 2017:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of **£10** per hour
- * *Please note - free child care for Governors' children (of school age) is available until 6pm during term time from the school's After School Care Club. It is hoped this option will help to avoid inconvenience for governors, who may have to find child care, if attending meetings after school.*
- care arrangements for a dependent (as above) at a rate of **£10** per hour
- support for Governors with special educational needs (e.g. audio equipment)
- support for Governors whose first language is not English (translations)
- telephone charges, photocopying, stationery, printing etc.
- car travel at 45p per mile for attending training: 45p a mile for attending meetings/conferences etc.
- 45p per mile for other travel by car
- For reimbursement for other types of travel, please see the HMRC rates below (February 2016)
- meals (a maximum of **£5** for refreshments during one day)

Type of vehicle	Rate per business mile 2017 to 2018
➤ Car	For tax purposes: 45 pence for the first 10,000 business miles in a tax year, then 25 pence for each subsequent mile For NI purposes: 45 pence for all business miles
➤ Motorcycle	24 pence for both tax and NI purposes and for all business miles
➤ Cycle	20 pence for both tax and NI purposes and for all business miles

(HMRC February 2016)

Claims should be submitted to the clerk to the Governors who will check the claim. The Business Manager will authorise claims for £50 or less.

Claims for more than £50 will be checked by the clerk and authorised for payment by the Headteacher.

Individual Governors would not be reasonably expected to claim more than **£100** in any one academic year.

Governors play an important role in the leadership and management of schools. They give significant amounts of time to their work and may, on occasions, be out of pocket, even if their employer is one that gives time off with pay for Governor duties.

Recognising this, The provision for governors to be paid allowances is contained in part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 that allows maintained schools to pay legitimate expenses incurred by Governors from the school's delegated budget.

There is no legal obligation to pay such expenses; whether to or not is left to the discretion of each Governing Body. However, the DfE considers it good practice to reimburse Governors for out-of-pocket expenses such as:

- making care arrangements for a dependent relative (including childcare or babysitting)
- telephone charges, photocopying and stationery

- travel and subsistence (i.e., reimbursement for meals purchased that would not otherwise have been bought). Note that any payment for car travel should not exceed the maximum level of HM Revenue and Customs Authorised Mileage Rate. The mileage allowances in this Policy are based on the allowances recommended by HMRC
n.b. claimants must ensure they have the appropriate vehicular insurance for this type of use.

Relationship to other policies

This is referenced to the school's equalities practices and policies in accordance with the Equality Act 2010.

Arrangements for monitoring and evaluation

The Resources Committee will monitor and evaluate the impact of the policy annually with reference to the attendance records of Governors at meetings and to the total amount paid out for reimbursement to Governors. The amount of reimbursements made will be reported back to the Governing Body on an annual basis.

Date of this review: July 2017

The Governing Body at Shirley Community Nursery and Primary acknowledges that:

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

Governors wishing to make claims under the arrangements outlined in this Policy, should complete a claims form (obtainable from the Clerk), attaching receipts where possible, and return it to the Clerk within two weeks of the date when the allowances were incurred.

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

This policy will be reviewed on an annual basis.

Date approved by the Governing Body:

Signature of the Chair of the Governing Body

Date: 13 July 2017

Appendix 1

Governors' Claims Form

Name:	Name of School:
Address	Date:
Post Code	Date of claim:

I claim the total sum of £..... for Governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Signed.....

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for Governors with special needs		
Telephone charges, photocopying and stationery		
Support for Governors whose first language is not English		
Travel to meetings/training courses		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the Clerk.

Date submitted to Clerk.....