



HEADLANDS SCHOOL
SINCE 1965

Governors' Allowances Policy

Written by	Headteacher		
Creation date	Autumn 2021		
Adopted by Governors	7 October 2021		
Reviewed by	Executive Head	Date	Autumn 2025
Next Review Date	Autumn 2028		

Headlands School

Contents

- 1. Aims
- 2. Legislation and Guidance
- 3. Governor Allowances
- 4. Monitoring Arrangements
- Appendix 1: Governor Claim Form
- Appendix 2: Approved Mileage Rates

1. Aims

The governing body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that governors 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 paragraph 64) says that governing bodies 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 School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3. Governor Allowances

Members of the Governing Body may claim allowances to cover expenditure necessary to enable them to perform their duties. Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Governing Body.

In accordance with the 2003 regulations it is illegal for the following expenses to be paid to Governors:

- Attendance allowance
- Loss of earnings
- Payments of any other kind which would incur Income Tax.

Members of the governing body may claim allowances by completing a claim form (see appendix 1) and submitting it to the Finance Manager.

Members of the governing board may claim for:

- Childcare
- Care for elderly, child care or dependent relatives, where these are not provided by a relative or partner
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Headteacher and Chair of Governors before they are incurred. There is a maximum claim per hour for Care costs.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls. The school's normal systems for authorising and processing payments will apply to claims made.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

The Leadership Committee, on behalf of the Governing Body, may vary these rates to meet their particular circumstances. The chair of governors may investigate claims that appear excessive or inconsistent. All claims may be subject to an independent audit.

4. Monitoring arrangements

This policy will be reviewed by the Leadership Committee every 3 years. Any amendments will be presented at a meeting of the full governing body.

Appendix 1: Governor Claim Form

Headlands 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	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Finance Manager along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.

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