



St. Gregory's Catholic High School

Governors' Allowances Policy

Monitoring

The implementation of the policy will be monitored by the Director of Finance and Resources.

Evaluation

The policy was reviewed by the SLT on 12th October prior to the submission of the policy to Governors' Resources Committee for scrutiny and recommendation to the Full Governing Board for approval.

Policy Review Dates:

Date last approved by Full Governing Board: 10th December 2019

Date submitted to Governors' Committee: 3rd November 2020

Date submitted to Full Governing Board: 9th December 2020

Review Frequency: Annual

Start date for policy review: April 2021

Contents:

Statement of intent

1. Legal framework

2. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2019 (as amended)

3. What can governors claim expenses for?

4. How are expenses claimed?

Appendix

A. Governors' Allowance Claim Form

Statement of intent

At St Gregory's Catholic High School, we are dedicated to good practice and ensuring equality through school processes.

The **School Governance (Roles, Procedures and Allowances) (England) Regulations 2019** (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 2019**
- This policy also has due regard to the following guidance:
 - DfE (2019) 'Governance Handbook'

2. The **School Governance (Roles, Procedures and Allowances) (England) Regulations 2019**

- 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

3. What can governors claim expenses for?

- 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 (45 pence per mile for the first 10,000 miles, then 25 pence for each subsequent mile)
 - ❖ The nature of the visit must be related to the work of the governing board, eg governors meetings, training courses etc.
 - Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt
 - The cost of parking for business away from the school, where necessary, will be returned upon production of a valid receipt
 - Childcare:

- ❖ In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, expenses will be returned for the cost of childcare or a babysitter
- ❖ 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

4. How are expenses claimed?

- Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent
- Claims should be made using a claim form and submitted to the Director of Finance
- All claims will not be reimbursed unless authorised by the head teacher
- 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 can be made using the form at Appendix A

Appendix A – Governors’ Allowance Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

Section one

Name of governor:		Date:
Date of expenditure:	Details of expenditure:	Claim:
Total claim:		£

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

Signature of governor:		Date:
Signature of headteacher:		Date:
Reimbursed by (name):		Date:

Section two

Duty of service, e.g. childcare:	
Name:	
Amount received (£):	
Signature:	
Date:	