



Thameside Primary School: Paying Allowances to School Governors

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Contents

Aims	p.3
Legislation and guidance	p.3
Overview	p.3
Monitoring arrangements	p.4
Appendix	p. 5 & 6
1. Governor Claim Form	
2. Approved mileage rates	

Policy reviewed by:	Vicki Lucas
Key Changes:	<p>Checked current guidance remains unchanged. Updated page and para references section 2.</p> <p>Reinserted broken webpage links to references sites/guidance in section 2.</p> <p>Request to amend this to review every two years instead of every 1 year. Next review date September 2024 not 2023.</p>



1. Aims

There are limited and specific circumstances in which individuals serving on boards can receive payments from their school. However, this should only take place where it is clearly in the best interests of the school.

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members 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](#) Latest version October 2020 (section 4.7.1, paragraph 73, page 50) says that boards 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 law allows governing bodies in maintained schools with a delegated budget to choose whether to pay allowances or expenses to governing bodies and associate members appointed by the governing body.

These allowances or expenses could cover any costs, such as travel or childcare, which they have incurred because of serving on a board.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any governance duty.

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 [HMRC website - 6 April 22 Travel mileage and fuel allowances](#)

Other expenses should be paid on provision of a receipt (at a rate set out in the scheme) and be limited to the amount shown on the receipt.

The legislation on governors' allowances is set out in the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) .

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Claims that may exceed £50 will be approved by the Chair of Governors.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to sbm@thameside.reading.sch.uk.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.



Members of the governing board may claim for the following to enable them to fulfil their governing duties:

- Childcare
- Care for elderly or dependent relatives
- 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 chair of governors **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

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

4. Monitoring arrangements

This policy will be reviewed annually by the governing board. Any amendments will be presented at a meeting of the full governing board.



Appendix 1: governor claim form

Thameside Primary 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 (please state length of time this was required)	
Care arrangements for dependent relatives (please state length of time this was required)	
Support for a special need or English as a second language (please state length of time this was required)	
Travel or subsistence (Please state purpose of travel and mileage)	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to sbm@thameside.reading.sch.uk along with any relevant receipts.

The form should be submitted within 28 days of the expenses being incurred.



Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on HMRC website updated at 6 April 22.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

V. Lucas, SBM Sept 22