



# Governor Allowance Guidance Policy (draft)

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<b>Prepared by</b>	Chair of Governors & Headteacher
<b>Ratified by</b>	Chair of Governors
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## Governor Allowances

Regulation 28 of the Roles, Procedures and Allowances Regulations 2013 allows governing bodies to set up a scheme for the payment of allowances (out of pocket expenses) to members of the governing body, and associate members. The governing body may delegate the setting up of such a scheme to a committee, any governor or the Headteacher (Regulation 18(1) of the Roles, Procedures and Allowances Regulations 2013).

It is therefore considered good practice for governing bodies to have in place an expenses scheme and for the policy to be reviewed regularly. **Expenses may only be paid to governors or associate members where a scheme is in place.**

The allowances paid should relate to actual costs incurred, apart from mileage costs where any payment should not exceed authorised Inland Revenue mileage allowances. Expenses should only be paid on provision of a receipt, at a rate determined by the governing body, and will be limited to the amount shown on the receipt. However, attendance allowance and payments for loss of earnings may not be paid.

Allowances may be paid to governors and associate members of the governing bodies by the governing bodies of maintained schools that have a delegated budget. The LA may pay allowances to governors of a maintained school that does not have a delegated budget.

**It is up to the individual governing body to agree a policy for the payment of allowances and to set up a scheme to make such payments.** It is a statutory requirement for governing bodies to have a policy in place.

**Examples of eligible expenses necessarily incurred are:**

- Childcare or babysitting expenses
- Care arrangements for an elderly or dependant relative
- Support for governors with special needs (eg audio equipment for the sight impaired)
- Telephone charges, photocopying, stationery etc

The payment of allowances is not a reward; it is recognition that being a governor is not a cost-free exercise. Attending governing body meetings may involve travelling expenses, particularly in rural areas. Some governors may be able to afford the out of pocket expenses their role entails, but this is not true of all potential governors and restricting the right to claim may prevent someone from becoming a governor or force them to resign their position.

Kirklees LA understands the reluctance to use school funds to pay governor allowances, but if governors are continually expected to meet the costs of fulfilling an essential role out of their own pocket then there is a real danger that a culture of doing the bare minimum will ensue; meaning governors may not undertake training and could be poorly informed. Many governing bodies who have adopted an allowances policy set an annual limit on claims.

The Chair of governors should take the lead in encouraging governors to claim by ensuring that s/ he claims. The use of school funds for this purpose does not take away funding from the pupils; this ensures that governors are properly informed and equipped to carry out their role, which must be in the best interests of their pupils.



## Frequently Asked Questions

### **Do governors have to pay tax on these allowances?**

No – as long as only actual expenditure is reimbursed.

### **How do we reimburse travel and subsistence?**

If travel is undertaken by means of public transport, the guidance on reimbursing only actual expenditure would apply. The limitations placed on travel and subsistence payments made for travel by private vehicle are obtained from the Inland Revenue who issue approved mileage rates which do not incur tax.

You may pay less than the authorised mileage rates if you wish, but you may not pay more than the maximum level of those rates. The rates are changed annually and can be found on the Inland Revenue website: [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk)

If you are in doubt about any payments attracting a tax liability you should contact the Inland Revenue for advice.

### **Are any kind of expenses not allowed?**

The regulations do not allow governors to be paid attendance allowance or for loss of earnings.

### **Can we agree expenses for certain categories of governor, whilst excluding others? For example, only paying parent governors for child care.**

No. Once you agree to pay particular expenses this will apply to all categories of governor.

### **Can we pay expenses to associate members?**

Yes. They should be treated in the same way as governors.

### **Do we have to pay expenses for additional governors?**

If your school has an agreed scheme, you must pay LA appointed additional governors expenses in the same way as other governors.

### **What happens if our school has its delegated budget withdrawn?**

In that case, payments will be met by the LA where there is a scheme. The arrangements may differ from those agreed by your school.

### **What is the legal basis for paying these allowances?**

Regulation 28 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Roles, Procedures and Allowances Regulations 2013 which apply to all maintained schools in England and Wales and covers expenses incurred by governors from 1 September 2013.



## Policy for the payment of expenses and allowances for governors and associate members

### The Governing Body of Newsome High School

#### Introduction

Governors give their time generously for the benefit of the school. So that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Governing Body formally agreed the following policy on paying governors' expenses.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

#### Paying Allowances

Examples of when a claim may be made for incurred expenses are given below, but it is for each governing body to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed. Governing bodies may, for example, wish to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

##### **Child care or babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

##### **Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for child care.

##### **Support for governors with special needs (eg audio equipment for the sight impaired)**

A school may incur some costs and/or put arrangements in place to support governors with any special needs.

##### **Telephone charges, photocopying, stationery, etc**

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

##### **Travel and subsistence**

Mileage may be claimed for distances exceeding 10 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the current cost rate per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, ie for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £xx.



## Key features of this policy

Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.

Governors cannot claim an allowance for attendance at meetings.

Governors cannot claim expenses for loss of earnings.

Governors may be reimbursed for expenses, including child care costs, incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:

1. Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.
2. It is the responsibility of governors to decide for themselves whether or not to claim.
3. The method of claiming expenses will ensure that governors are able to claim without embarrassment.
4. Existing Governors (and new governors at their first meeting) will be given a copy of this policy. The policy will also be made available on request to any prospective governor.
5. The policy will be reviewed annually by the Finance Committee and any changes agreed by the full Governing Body.

## 1. Travel expenses

**Public Transport** – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

**Car** - the latest mileage allowances should be applied.

**Taxi** – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

## 2. Childcare or dependent relative care expenses

Subject to an agreed maximum per family per session and on production of a receipt to prove that expenditure has taken place.

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.

Reimbursement cannot be made for informal arrangements with family members.

## 3. Support for governors with any special needs

The school will consider making any reasonable adjustments for a governor(s) with any special needs this will be agreed on an individual basis.

## 4. Clerical expenses (stamps, envelopes, photocopying etc.)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipt)



**Procedure for Claiming**

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Finance Committee, who may in turn seek further guidance, should the need arise.

The Finance Committee agrees an annual budget to cover governors' expenses when the school sets its spending plan.

The Headteacher or Finance Officer allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

The Finance Committee monitors expenditure and agrees any virement as may be necessary.

The Governing Body of .....School formally agrees the policy on paying governors' expenses.

**Name of Chair**.....

**Signatory**.....

**Date**.....



**Governors' expenses claim form**

The Governing Body of .....School

Name:	Address:
Date:	Postcode:
Date of Meeting/Training:	Signature of Chair/ Trainer (please also print name):

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

	£	p	p
Child care/Babysitting expenses Please request registered childminder to sign and date: Name..... Signature..... Date.....			
Care arrangements for an elderly or dependent relative Please request registered carer to sign and date: Name..... Signature..... Date.....			
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>			



I certify that I have seen the receipt/proof of expenditure and have reimbursed this claim accordingly.

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*Head Teacher or authorised Officer (name, date and signatory)*

