# TOWN FARM PRIMARY SCHOOL

# & NURSERY

# Governors' Allowances

# Policy

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|---|---|
| Staff Responsible: | SBM |
| Governor Committee: | Resources |
| Status & Review: | Statutory Annual |
| Next Review Date: | Summer 2026 |

*An African proverb states that it takes an entire village to raise a child. Stanwell is our village and it is anchored around home, school and parish to provide the light, strength and example of a living and thriving community*

***Every Day, Every Child, Every Moment***

**Our values: Ambition, Courage, Determination, Equality, Integrity, Resilience, Respect**

# TOWN FARM PRIMARY SCHOOL AND NURSERY

## Governors' Allowances Policy

## Aims

The Governing Board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that a governor (or associate member) necessarily incurs to enable him or her to perform their governance duty.

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.

## Legislation and guidance

The Governance Handbook October 2024, section 4.11.1, says that boards in maintained schools with a delegated budget can choose whether to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme created by the school and approved by the governing body and **must** be for expenditure incurred to enable the person to perform governance duties and is paid at the rate set out in the scheme.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6, sets out the legislation on governors' allowances.

## Overview

We believe that paying governors (or associate members) expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors (or associate members) for all members of the community and so is an appropriate use of the delegated budget. The specific items allowable reflect this objective.

The Governing Body acknowledges that:-

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

All Governors of Town Farm Primary school will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or recognised training courses, as follows:

**Childcare or Dependent Relative Care Expenses:**

Childcare or dependent relative care per family per session will be paid on production of a receipt to prove that expenditure has taken place, subject to the allowance rates shown below.

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 where these are provided by a relative or partner or other family member or friend.

**Travel:**

The cost of travel from their home or place of work (as appropriate) by the least expensive means possible.

The 'Allowance rates' are given below.

Governors will also be able to claim the following on a case-by-case basis and with the prior approval of the Governing Body: -

- The extra cost they incur in performing their duties because they have special needs;

- Travel expenses including mileage where an own vehicle is used. Mileage must not exceed HMRC approved mileage rates.

Claims will be paid in arrears on a case by case basis. Reimbursable costs must be agreed in principle by the Chair of Governors, or in his/her absence, by the Vice-Chair, **before** the reimbursable costs are incurred.

**Allowance Rates**

Rates at which allowances are paid are as follows:

**Care Arrangement:**

Actual cost incurred. The maximum per session is £30.

**Travel:**

For public transport, actual cost incurred at standard class fares.

For private vehicle use, if public transport is not reasonable, in accordance with the Inland Revenue Authorised Mileage Rate.

The current rates are: travel in a private car will be allowable at 45p per mile, 24p per mile for motorcycles, (maximum of 10 miles in connection with any one meeting, except training sessions where the limit will be 20 miles) to cover petrol costs only.

The use of taxis is discouraged but with prior approval from the Chair of Governors, reimbursement will be for the actual cost incurred.

**Approval of Payment**

Claims will be submitted for approval to the Chair of Governors and payment arranged. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. The expenses of the Chair of Governors will be submitted for approval to the Vice-Chair.

**Procedure for Claiming**

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached pro-forma, 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.

Claims must be submitted via the Chair of Governors or authorized Deputy to the School Business Manager no later than three months from the expenditure being incurred.

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

**Administrative Procedures**

The School Business Manager allocates the expenditure to the relevant budget and keeps a record together with completed claims pro-formas.

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

**Accountability**

The total amount of governors' expenses paid during the year will be disclosed to the Finance and Resources Committee and recorded in minutes

**Policy Date: Summer 2025**

**Review Date: Summer 2026**

Policy Signed by Headteacher: ..........................................................................................

Policy Signed by Chair of Governors: S. Doran ..........................................................................................

Date: June 2025

## Appendix 1 – Governors' Expenses Claim Form

NAME:

I wish to claim **£**

I CERTIFY THAT I ATTENDED A MEETING/TRAINING COURSE ON:

[specify the date, time, place and nature of the meeting or training course]

Chair of the Meeting/Course Tutor (please print name) ______________________________

1. **TRAVEL EXPENSES**

Bus Ticket – please attach bus ticket

Mileage for car/motorcycle – please list mileage incurred and cc of vehicle

Mileage __________ cc of car _____________ Rate________ Amount claimed__________

Taxi fare – please attach receipt [NB: this must be authorised in advance]

2. **CHILD CARE / DEPENDENT RELATIVE**

Please request registered childminder sign and date below, and insert amount to be claimed above.

Name (print) ___________________________________________

Signature ________________________ Date ________________

Signature of claimant: …………………….. Date

**I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY**

Chair of Governors or authorised Deputy (please print name) ________________________

Chair of Governors or authorised Deputy _________________________________

Date _____________________