Twin Oaks Primary School

Governors' Allowance Policy

Governing Body with Responsibility	Resources/FGB
Agreed by Governors on	5/10/26
Chair's Signature	Samantha Hoyer
Staff Member Responsible for Review	SBM
Date for Review	October 2027

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1. Aims

The governing board of Twin Oaks Primary School 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 (section 4.11.1) 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 legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

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.

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

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

It is the responsibility of governors to decide for themselves whether or not to claim and the method of claiming should ensure that governors are able to claim without embarrassment.

Governors should be mindful that:

- Expenses can only be claimed for legitimate expenditure incurred directly in their role as a governor for this school, this includes attendance at governor's meetings, training courses and other agreed meeting undertaken in the course of their duties.
- Expenses cannot be claimed as an allowance for attendance at meetings
- Expenses for loss of earning cannot be claimed

Members of the governing board may claim for:

- 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

Child care/care of a dependent relative

This is subject to a maximum of £15 per hour of childcare and will be paid on the production of a receipt to prove the expenditure has taken place.

In order to comply with safeguarding requirements, expenses for childcare or care of dependent relatives can only be paid in resect of care provided by officially registered carers. *Reimbursement can not be made for informal arrangements with family members.*

Governors' with a special need

Where the school does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in an activity, claims can be made for the costs of a signer, audiotape, braille documentation or the travel and subsistence of the person providing the support, as the case may be.

Governors whose first language is not English

The translation of documents or provision of am interpreter may be met in circumstances similar to a governor with special needs.

Travel expenses

Public transport – reimbursement of fare upon production of a ticket. Rail should be second class and every effort should be made to use fares which offer best value

Car – the latest mileage allowance should be applied. See Appendix 2

Where necessary, the cost of parking to enable attendance of business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt.

Taxi – reimbursement of fare upon production of a 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.

Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

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

Clerical expenses

Can be claimed as required to cover the costs of unavoidable clerical expenses incurred. These are subject to proof of purchase (ie till receipt)

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the chair or vice chair of governors **before** they are incurred.

In order to provide a clear audit trail, governors claiming allowances should complete the re-imbursement of expenses, 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 should be made to the School Business Manager and authorised for payment by the Headteacher.

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.

4. Monitoring arrangements

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

Appendix 1: governor claim form

Twin Oaks
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 and proof of attendance (if required) 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 School Business Manager along with any relevant receipts.

The form should be submitted within 6 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	55p	25p
Motorcycles	24p	24p
Bikes	20p	20p