

# Governors' Allowances Policy

Russell Street School Governing Board

## Legislation and Guidance for Maintained Schools only

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

**This policy applies equally to all categories of governor and includes (maintained schools only) associate members.**

## Types of allowable expenses

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 available from the School Business Manager (SBM) and submitting it to the SBM.

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:

### Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the governing board or its committees or other agreed activities, such as training events.
- Appropriate proof of payment must 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.

### 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 15 miles for the purpose of attendance at meetings of the governing board or its committees or other agreed activities.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Receipts will be required.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Travel expenses where a governor uses their own vehicle must not exceed the **current** HM Revenue and Customs (HMRC) approved mileage rates, which are published at <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to the value of £5 or car parking charges that would not otherwise have been incurred, which will be reimbursed against receipts.

## Special needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs or English as a second language.
- Receipts will be required or a detailed written record of expenses incurred kept and submitted.

## Other allowable expenses

- The governing board of Russell Street School acknowledges that there may be other occasions on which it might agree to reimburse justifiable expenses. Claims up to the value of £20 will be agreed by the full governing board.

## Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form obtained from the SBM on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of Governors) **before** they are incurred and submitted to the SBM.

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.

Drafted: November 2024

Adopted: **November 2024**

Review date: November 2025