

# ST MARGARET'S PRIMARY SCHOOL



## GOVERNORS ALLOWANCE POLICY

**JUNE 2022**

## **Contents**

|                             |   |
|-----------------------------|---|
| 1. Aims                     | 2 |
| 2. Legislation and guidance | 2 |
| 3. Overview                 | 2 |
| 4. Monitoring arrangements  | 3 |

## 1. Aims

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 aim to 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 4.7.1, paragraph 63) 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 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 and submitting it to the Bursar, St Margaret's CE Primary School, Arundel Road, Angmering, BN16 4LP.

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:

- Childcare: governors who normally look after children as principle carers may claim for the cost of employing a childminder whilst they are performing their duties.
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel costs: to compensate for expenditure incurred in travelling to and from training sessions and training courses for governors, including attendance at meetings of the Governor's Forum and other more general meetings outside school.
- Subsistence costs: to compensate for the cost of meals if the performance of duties/attendance at training courses and other more general meetings outside the school require absence from their a normal place of residence for a period of not less than 4 hours and not more than one day

- 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 and subsistence costs will be allowed for in accordance with the prevailing rate advised by the local authority for teachers.

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 every 3 years by the Governing Body. Any amendments will be presented to the full governing board.