THE HASELWORTH WAY PO12

GOSPORT

# HASELWORTH PRIMARY SCHOOL
# GOVERNOR ALLOWANCES POLICY

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| **Policy approved:** | **30th September 2024** | **FGB** |
| **Signed:** | *N Jones* | **Headteacher** |
| **Signed:** | *Dr C Roast* | **Chair of Governors** |
| **Date of next review:** | **September 2027** | **Three Yearly** |
| **Monitored and evaluated by:** | **Chair of Governors** | **Termly** |

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## 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 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 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to 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 (see appendix 1) and submitting it to Suzanne Rix Senior Admin Officer

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 are expected to make their own arrangements for childcare. Childcare costs may only be paid for duties outside of regular hours and meetings (including WGB training) - as all these are planned with plenty of notice for governors to arrange their own childcare.
- Childcare costs will only be paid for extraordinary or emergency meetings and committee meetings such as appeals if reasonable notice is not given. Reasonable notice is determined as 48 hours.
- Childcare costs will then only be paid if previously agreed by the Headteacher and/or Chair of Governors and if no other governor can stand in.

- Childcare costs will only be paid upon a receipt received from an Ofsted registered childcare provider.

**Care for elderly or dependent relatives**

- Governors are expected to make their own arrangements. Costs may only be paid for duties outside of regular hours and meetings (including WGB training) - as all these are planned with plenty of notice for governors to make arrangements for care.
- Care costs will only be paid for extraordinary or emergency meetings and committee meetings such as appeals if reasonable notice is not given. Reasonable notice is determined as 48 hours.
- Care costs will then only be paid if previously agreed by the Headteacher and/or Chair of Governors and if no other governor can stand in.
- Care costs will only be paid upon a receipt received from a registered care provider.

**Extra costs incurred because they have a special need or English as a second language**

- Governors incurring extra costs to carry out their duties will be entitled to reclaim expenses if reasonably justified and approved by the Headteacher and/or Chair of Governors.

**Travel and subsistence costs**

- Costs incurred travelling to meetings/training courses not held at the school may be reclaimed upon proof and a valid receipt of travel and after previous approval from the Headteacher and/or Chair of Governors.
- Fuel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on the HMRC website.
- When filling in the claim form, please specify total distance in mileage. Do not fill in the cost as the Senior Admin Officer will complete this.

**Telephone charges, photocopying, postage, stationery, etc.**

- If for any reason a governor needs to make a telephone call relating to their governor duties/responsibilities, they can do this within the school with prior consent from the Headteacher and/or Chair of Governors, having given a justified reason or proof for the need to make the call. Hampshire Governor Services and other advisory agencies will always call back so that governors do not have to incur telephone charges.
- Photocopying and printing related to governor resources can be done within the school if previously agreed by the Headteacher and/or Chair of Governors. Paper copies of documents required for governor meetings will be provided upon request to the Clerk and/or Chair of Governors.
- Any stationary needs/requests or postage requirements relating to governors duties/responsibilities will be done within or supplied from the school after consent from the Headteacher and/or Chair of Governors.
- Any governor who undertakes photocopying and printing and incurs costs because of this or from postage and stationary costs shall not be entitled to reimbursement of their costs as the school will provide help with this as set out above.

**Other justifiable allowances**

- Any other expenses shall be considered and reimbursed if deemed appropriate and approved by the Headteacher and/or Chair of Governors.

## 4. Approval and reimbursement

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

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

## 5. Monitoring arrangements and Audits

The Chair of Governors will carry out an annual audit of governor expenses incurred over the financial year and report this to the FGB during the summer term.

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.

This policy will be reviewed annually, with any amendments presented at a meeting of the full governing body for approval.

# Appendix 1: governor claim form

**Haselworth 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 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 Suzanne Rix, Senior Admin Officer, along with any relevant receipts.

The form should be submitted within 10 working days 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.

(It is unlikely that any governor would be travelling more than 10,000 miles)

| Type of vehicle | First 10,000 miles | Above 10,000 miles |
|---|---|---|
| Cars and vans | 45p | 25p |
| Motorcycles | 24p | 24p |
| Bikes | 20p | 20p |