



Cardinal Langley RC High School
GOVERNORS' ALLOWANCE POLICY

September 2024



(Adopted 11.12.2024)



Policy Type:	Statutory https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools
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Policy Approval:

Signature of Headteacher		Date:	04.02.2025
Signature of Chair/Vice-Chair of Resources Committee		Date:	04.02.2025

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, the school / Governing Board 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 Guide for maintained schools 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. Expenses can be made to both Governors and Associate Members. The payments must be for expenses that have been "necessarily incurred" while enabling the person to perform a governance duty: [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#)

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(1) The governing body of a maintained school which has a delegated budget (15) may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount

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). This should be submitted for authorisation by the Chair of Governors and processed through the school's processes, as follows:
 - The Schools' normal systems for authorising and processing payments will apply to claims made under this scheme. Expenses payments made to Governors are not liable to tax as long as only actual expenditure is reimbursed
- Other than mileage, allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.
- Examples of activities for which expenses and allowances are payable are as follows:
 - ✓ Attending meetings of the Governing Board e.g. claiming of mileage or care costs full Governing Board, standing or special committee meetings
 - ✓ Attending other meetings in a governing capacity e.g. School Causing Concern meetings, HR casework meetings for the Headteacher
 - ✓ Attending events in a governing capacity e.g. Governor conference, training
 - ✓ Carrying out governance visits in accordance with the school's policy/arrangements
- Members of the Governing Board may claim for:
 - ✓ Care costs for dependent relatives
 - ✓ Travel and subsistence costs
 - Parking charges when attending training courses or conferences
 - Within agreed limits (fare) when travelling by public transport
 - HMRC mileage rates when travel if by private vehicle

- Subsistence costs for food and drink where this is required for Governors e.g. full day hearings, will usually be provided by/arranged by school. Re-imbursement would only be in exceptional circumstances
- ✓ Telephone charges, photocopying, postage, stationery, etc. if this cannot be undertaken or provided by the school
- ✓ Other justifiable allowances

Governors have determined that claims should only be made to cover significant expenses where these have been agreed and approved by the Chair of Governors. It is anticipated that such claims will be to cover significant travel costs or necessary overnight stays for an event that a governor is expected to attend, but will not include incidental overnight expenses (personal, non-business related). It is not anticipated that Governors will claim for minor expenses incurred as part of their everyday governor role.

- Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Governing Board /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 through the Local Authority audit procedures.
- All claims should be submitted within 3 months of the expenditure being 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).

4. Monitoring Arrangements

This policy will be reviewed at least every 3 years by the Governing Board. Any amendments will be presented at a meeting of the full Governing Board for discussion and decision.

Governor Claim Form

Cardinal Langley RC High School**Governor Name:****Governor 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	£
Care costs for dependent relatives	
Travel and / or subsistence costs	
Telephone charges, photocopying, postage or stationery	
Other (please specify) These must be in line with the school's agreed policy.	
Total expenses claimed	

This should be submitted for authorisation by the Chair of Governors and processed through the school's processes, with receipts, as follows:

The Schools' normal systems for authorising and processing payments will apply to claims made under this scheme.

Expenses payments made to Governors are not liable to tax as long as only actual expenditure is reimbursed.

This form should be submitted within a maximum of 3 months of the expenses being incurred.

Authorised by the Chair of Governors:

Sign:		Print		Date	
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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	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

MILEAGE CLAIM FORM

NAME	
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TRAVEL – VAT not charged on travel

JOURNEY DATE	TRAVEL FROM	TRAVEL TO	METHOD OF TRAVEL	REASON FOR TRAVEL	COST OF TRAVEL
				TOTAL TRAVEL COSTS	

I certify that this claim is for expenditure incurred for which I am entitled to reimbursement under the school's Governors' allowances policy

SIGNATURE OF CLAIMANT		DATE	
CERTIFYING OFFICER		DATE	

	£	ELEMENT NUMBER(S)	EXPENDITURE CODE
TOTAL NET			
TOTAL VAT			
TOTAL GROSS – to be paid to claimant			