GOVERNORS ALLOWANCE POLICY
OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

PREPARED BY: P Devereux
APPROVED BY: Governing Body
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Governors Allowance Policy

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or care costs incurred as a result of fulfilling their role as governor.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings.

All governors at Our Lady and St Joseph Catholic Primary School will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Our Lady & St Joseph Catholic Primary School, and are agreed by the Chair of Governors that they are justified before reimbursable costs are incurred.
- Governors will be able to claim for the following, on a case-by-case basis and with prior approval of the Governing Body:
    - Child care allowances (excluding payments to a current/former spouse of partner);
    - Cost of arrangements for an elderly or dependent relative (excluding payments to a current/former spouse of a partner);
    - The extra cost they incur in performing their duties because they have special needs or because English is not their first language;
    - Cost of travel to meetings and training, other than Governing Body and Committee meetings held at the school;
    - Charges relating to school business and governance e.g. photocopying, stationary, postage etc.;

- Travel and subsistence costs Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates [1]

The Governing Body at Our Lady & St Joseph Catholic Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of the Resources Committee to be presented to the Resources Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Resources Committee in respect to the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed every three years.

[1] 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