Governors' Allowances Policy

Reviewed	January 2025
Next review	January 2027
Committee responsible	Finance

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give governing bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Alvechurch C of E Middle School Governing Body believes that paying Governor's Allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All Governors of Alvechurch C of E Middle School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or representative of Alvechurch C of E Middle School, and are agreed by the Finance Committee beforehand.

2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the governing body:

   - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
   - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
   - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
   - The cost of travel relating only to travel to meetings/training courses not conducted on school premises, at a rate of 45 pence per mile (or the current rate approved by HMRC) for trips in excess of 10 miles

- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events
- Telephone charges, postage etc,
- Photocopying facilities and paper for printing to be supplied by the school
- Any other justifiable allowances agreed by the Finance Committee and endorsed by the Governing Body

The governing body at Alvechurch C of E Middle 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 submit receipts where possible to the Headteacher, within two weeks of the date when the allowances were incurred.

Governors may agree for all claims to be recorded on 'Governors Expenses Claim Forms' (Appendix 1) to be submitted to the Headteacher for processing as a way of tracking and auditing expenditure.

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

This policy will be reviewed annually.

Appendix 1

GOVERNORS' EXPENSES CLAIM FORM

This claim form consists of two sections. Section two must only be completed wl payment has been made to another party, e.g. child carer.

Section one

Name of governor:		**Date:**
Date of expenditure:	**Details of expenditure:**	**Claim:**
	Total claim:	**£**

[To be completed once authorisation of the claim has been approved.]
I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

Signature of governor:		**Date:**
Signature of Headteacher:		**Date:**
Reimbursed by (name):		**Date:**

Section two

Duty of service, e.g. childcare:	
Name:	
Amount received (£):	
Signature:	
Date:	