The Rosary Catholic Primary School

Aspire, Believe, Achieve: Together in Christ

GOVERNORS' ALLOWANCES POLICY

Policy Approved by:	Full Governing Body
Date of Approval:	March 2025
Date of next Review:	March 2027

The Rosary Mission Statement

'Together, as God's children,
We realise our dreams,
inspiring and encouraging one another
to reach our true potential,
transforming our world
through our unique gifts.'

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Statement of intent

At The Rosary, we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors for any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the school has benefitted from the individual attending in their duty.

The school believes that including reimbursed payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE (2020) 'Governance handbook'

2. Roles and responsibilities

The chair of governors and Executive Head Teacher or Head of School will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

3. Governors' allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the school. Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the chair of governors in advance. Reimbursements will be authorised by the Executive Head Teacher or Head of School or chair of governors following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the chair of governors has deemed the circumstances to be beneficial to the school and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

4. Expenses eligible for reimbursement

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the chair of governors:

Travel (no subsistence will be considered)

- Claims for expenses may be made for travel between the governor's household and the school, at the level of mileage rates published by HMRC (45 pence per mile for the first 10,000 miles, then 25 pence for each subsequent mile).

- The nature of the visit must be specific to their role on the board, e.g. governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated receipt.

Childcare

- In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of £10 per hour.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

Specific needs

- Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
- The circumstances in which governors can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc.

- Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
- Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the school may decide to reimburse in other instances; however, this must be agreed in advance by the chair of governors.

No claims will be considered for remote attendance at meetings or free online training.

5. Procedure for claiming expenses

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the School Business Manager via the school office. The chair of governors will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the chair of governors. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the chair of governors may refuse requests.

Claims can be made using the form in Appendix A.

6. Monitoring and review

This policy is reviewed annually by the governing board. The scheduled review date for this policy is January 2024

Appendix A – Governors' Allowances Claim Form

This claim form consists of two sections. Section two must only be completed when 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:		**£**

I certify that the above expenses are actual and necessary, and confirm that the payment has been received.

Signature of governor:		**Date:**
Signature of Executive Head Teacher or Head of School:		**Date:**
Reimbursed by (name):		**Date:**

Section two

Duty of service:	
Name:	
Amount received (£):	
Signature:	
Date:	