



Frizinghall Primary School
Policy for School Staff

Governors' Allowance Policy

Approved by the governing body on: _____ Autumn 2 2023

To be reviewed on: _____ Autumn 2 2024

Signed on behalf of the governing body: _____ *D. Servant*

This policy should be read in conjunction with the DFE non-statutory guidance 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'.

Background

The 2013 regulations give governing bodies the discretion to pay allowances from the school's delegated budget to governors for certain expenses which they incur in carrying out their duties. The DFE also considers that governors should not be out-of-pocket when carrying out their duties.

Allowances may be paid to governors and associate members of the governing bodies by the governing bodies of maintained schools that have delegated budgets. Any payments from the school budget must conform to local authority (LA) financial regulations. The LA may pay allowances to governors of a maintained school that does not have a delegated budget and to persons appointed to represent the LA at an independent school or non-maintained special school. Additional governors and interim executive board members appointed by the Education Secretary, in the case of a school requiring special measures, are paid expenses by the DFE. If a school has its delegated budget withdrawn, payments will be met by the LA where there is a scheme and payments may differ from those used previously by the school.

Permitted expenses might include:

- Child care or babysitting expenses.
- Care arrangements for an elderly or dependent relative.
- Telephone charges, photocopying, stationery etc.
- Travel and subsistence (that is, reimbursement for meals purchased that would not have otherwise been bought).

Academies must comply with their articles of association. The DFE model articles of association include the following text: '*a governor may at the discretion of the governors be reimbursed from the property of the academy trust for reasonable expenses properly incurred by him or her when acting on behalf of the academy trust, but excluding expenses in connection with foreign travel*'.

Individual governing bodies should make their own decisions, but care should be taken not to make payments which incur tax.

Governors' expenses should be paid on provision of a receipt at a rate determined by the governing body, and must be limited to the amount shown on the receipt. Mileage reimbursements should be at or below authorised HMRC mileage allowances, never above. Attendance allowance and payments for loss of earnings may not be paid.

Governor expenses are met from the school's delegated budget or from any other sources of income to the school, so long as anyone providing those funds is aware that they may be used for this purpose.

Governor allowances are subject to audit and schools and/or LAs will need to ensure that there are no abuses and that school resources are being used efficiently. Schools should therefore ensure that effective financial systems for authorising and processing payment are in place and policies include statements to avoid inappropriate claims.

All members of the governing body are allowed to vote on the nature and rates of allowances, irrespective of the rules on declaring direct and indirect financial interests. However, if an individual governor's claim is being considered or approved, that individual must withdraw from the meeting as he or she will have a financial interest in the outcome of the discussion. It would be good practice for schools to set criteria for paying claims to ensure that costs do not escalate and limit the need for claims to be approved individually.

It is worth noting that the vast majority of school governing bodies vote to waive their right to claim expenses, or they confine payment to extraordinary costs incurred by a governor at the behest of the governing body, eg attendance at a course for which there is a fee or subsistence expenses.

Introduction

The governing body of Frizinghall Primary school believes that paying school governor allowances reflects the value that the school places on our governors in the amount of time, energy and sacrifice that they offer to the school.

Objectives and targets

The governing body of Frizinghall Primary school believes that using the specific categories as set out below, we will ensure 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.

Action plan

The following criteria will be applied:

- Governors at our school will not be paid attendance allowance.
- Governors at our school will not be reimbursed for loss of earnings.
- All governors at our school will be entitled to claim the actual costs that they incur in carrying out their duties as a governor or representative of the school. Claims may be made for:
 - Childcare or babysitting allowances.
 - Cost of care arrangements for an elderly or dependent relative.
 - 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, at the rate to which council employees are reimbursed for travel, at that time.
 - Travel and subsistence costs, payable at the rate to which council employees are reimbursed, associated with attending national meetings or training events, unless these costs can be claimed from the local authority (LA) or any other source.
 - Telephone charges, photocopying, stationery, postage etc.
 - Any other justifiable allowances.

Governors intending to claim allowances should ensure prior approval has been obtained. Once prior approval has been received, governors wishing to make claims under these arrangements should complete a claims form (obtainable from the school office) (and see appendix A) attaching receipts where possible and return it to the school within two weeks of when the expenses were incurred.

Claim forms will be submitted for approval to the chair of governors or chair of finance to be presented to the finance committee for final approval. All claims will be subjected to independent audit. Any claim that appears excessive or inconsistent will be investigated by the chair of governors (or chair of finance in respect of the chair of governors).

Monitoring and evaluation

This policy will be monitored throughout the year and evaluated annually by the finance committee before the first meeting in September to consider any changes that need to be made on the advice of auditors or to reflect decisions made on any excessive or inconsistent claims that may have arisen during the year.

Reviewing

This policy will be reviewed annually and in the light of any changes in regulations.

APPENDIX A

GOVERNORS' ALLOWANCES – EXPENSES CLAIM FORM

Name of school			
Name of governor			
Address of governor			
Postcode			
Date/period expense(s) occurred			
Details of actual expenses incurred	£	p	
Child care/babysitting expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Travel to meetings/training courses			
Travel/subsistence to national meetings or training events			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
TOTAL EXPENSES CLAIMED			

I claim the sum of £..... for governor expenses as detailed above. I have attached relevant receipts to support my claim.

Signed.....