

# **St. Theresa's Catholic Primary School**

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Catholic Primary School



## **GOVERNORS' ALLOWANCES POLICY**

"We learn together, we play together, we pray together, we grow together in the love of God"

St. Theresa's  
Catholic Primary School



## Validation Grid

<b>Title</b>	Governors' Allowances Policy
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<b>Associate Author</b>	N/A
<b>Committee</b>	Finance
<b>Target Audience</b>	School Community
<b>Stakeholders Consulted</b>	Governors
<b>Curriculum / Non Curricular</b>	Non Curricular
<b>New Policy or Review of Existing Policy</b>	Review
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<b>Date for Review</b>	May 2024

Headteacher

Barbara Costa

Barbara Costa

Chair of Governors

Fiona Kerin

Fiona Kerin

# St. Theresa's Catholic Primary School

## **Governors' Allowances Policy**

Governors will be asked to review this document and sign it on an annual basis, at the first meeting in the autumn term.

### **Statement of intent**

At St. Theresa's Catholic Primary School, 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.

### **Legal Framework**

This policy has due regard to the following legislation, including, but not limited to:

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

This policy also has due regard to the following guidance:

- DfE (2020) 'Governance handbook'

### **Roles and Responsibilities**

The Chair of Governors and Headteacher 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.

### **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 Headteacher 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.

**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)**

- Mileage may be claimed for distances exceeding 5 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the rate of 45p per mile (this is the maximum level of the rates published by the HMRC for travel and subsistence).
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed up to a maximum amount of £10.00. Receipts will be required.
- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £5.00.

**Childcare**

- Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

**Care arrangements for an elderly or dependent relative**

- Costs may be claimed for situations similar to those for childcare.

**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.

**Procedure for claiming expenses**

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Governors should complete a claims form (Appendix I) and submit it to the school secretary. Claims should be authorised by the Chair of Governors (or Vice Chair if Chair is not available or is making the claim) and submitted to the school office for payment.

The policy and amounts payable will be reviewed on an annual basis.

**This policy applies equally to all categories of governor, including associate members.**

**Appendix 1**  
**St. Theresa's Claims Form**

<b>Name:</b>	<b>Date:</b>
<b>Claim period:</b>	

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

Signed: \_\_\_\_\_

Approved by: \_\_\_\_\_ Chair of Governors

	£	p
Childcare/babysitting expenses		
Care arrangements for an elderly or dependent relative		
Travel to meetings/training courses		
Travel/subsistence to training events		
Telephone charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to the school Office Manager, Nadia Orsi.