

## GOVERNORS' ALLOWANCES – ST JAMES AND EMMANUEL ACADEMY TRUST WEST DIDSBURY CE/DIDSBURY CE POLICY STATEMENT

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Didsbury CE and West Didsbury CE Primary Schools Governing Bodies believes that paying governor 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.

Governors will be able to claim allowances providing;

- the allowances are incurred in carrying out their duties, as a Governor or representative of the school,
- have been agreed by the relevant person that they are justified before any reimbursable costs are incurred.

All governors of the school will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

1. Childcare or baby-sitting allowances (**excluding** payments to a current/former spouse or partner);
2. Cost of care arrangements for an elderly or dependent relative (**excluding** payments to a current/former spouse or partner);
3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
4. The cost of travel relating only to travel to meetings/training courses at a rate, which does not exceed the current specified rates for school personnel;
5. 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, unless these costs can be claimed from the LEA or any other source;
6. Telephone charges, photocopying, stationery, postage etc; relating to school business and governance.

### **NOTE:**

- 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 one month of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Vice Chair Governors to be presented to the Resource Management 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 Vice Chair of Governors, in respect of the Chair of Governors) if they appear excessive or inconsistent.

### **Car Mileage**

Mileage by car will be paid at the rate recommended for volunteers by Her Majesty's Revenue and Customs (HMRC), which currently is 40 pence per mile for the first 10,000 miles in the tax year. This rate is without any tax implications for governors.

### **Car Insurance**

Governors are responsible for ensuring they have the correct insurance cover whilst using a car on all governor related activities. It is not generally considered that this will require business use cover however it is **strongly recommended** that governors inform their insurer or broker of such usage and that certain activities may attract payment of mileage allowance in order that they can receive confirmation (in writing) that their insurance cover is sufficient.

This policy will be reviewed annually by the Resource Management Committee.

## **APPENDIX**

### **DfES Regulations: Paying Allowances to School Governors (September 2003)**

#### **Key Messages**

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances, as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at:

<http://www.legislation.hmsso.gov.uk/si/si2003/20030523.htm>

Guidance on the regulations can be found on Governornet:

<http://www.governornet.co.uk/linkAttachments/GovernorAllowancesOct03.pdf>

## STATUTORY INSTRUMENTS

**2013 No. 1624**

EDUCATION, ENGLAND

### **The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**

PART 6Governors' Allowances

#### **Interpretation**

27. In this Part—

## **GOVERNORS' ALLOWANCES – ST JAMES AND EMMANUEL ACADEMY TRUST WEST DIDSBURY CE/DIDSBURY CE POLICY STATEMENT**

(a)“governing body” includes a temporary governing body constituted under section 34 of the EA 2002; and

(b)“governor” includes a member of a temporary governing body.

### **Schools with delegated budgets**

**28.**—(1) The governing body of a maintained school which has a delegated budget(15) may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

### **Schools without delegated budgets**

**29.**—(1) The allowances referred to in paragraph (2) are prescribed as allowances which a local authority for a maintained school which does not have a delegated budget, may—

(a)pay to a governor of the school, in accordance with the provisions of a scheme made by the local authority for the purposes of section 519 of the EA 1996;

(b)pay to an associate member of the governing body of the school.

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member, to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the authority, and made on provision of a receipt for the relevant amount.

### **Travel payments for private vehicles**

**30.** Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate(16) as published from time to time.

**GOVERNORS' ALLOWANCES – ST JAMES AND EMMANUEL ACADEMY TRUST  
WEST DIDSBURY CE/DIDSBURY CE POLICY STATEMENT**

**Claims Form**

Name:		Name of School:	Didsbury CE
Address:		Date:	
Post Code:		Claim Period:	

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim. ☐ (Please enter ✓ or X)

Signed\_\_\_\_\_

	£	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		
Telephone charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

**This form should be submitted to:**

The Chair of Governors

**or**

The Vice Chair of Governors (in respect of the Chair of Governors)