



ST HILDA'S
CE HIGH SCHOOL

Governors allowances and expenses Policy

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Governor Committee: Finance committee
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Date ratified by governing body: 29th November 2018
Policy reviewed by: LT/JCo
Date for next review (annual/2 yearly): June 2020



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VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards in finance and reimbursement of expenditure by the governing body which is open to challenge and scrutiny.</p> <p>The policy is designed to ensure that no member of the community is prevented from becoming a governor on the grounds of cost.</p> <p>A key principal is to identify a fair and robust process that can be applied to all.</p> <p>The guiding principal of the policy is to treat each other fairly and reasonably, with respect and courtesy at all times consistent with our values.</p>				

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1. Aims

The governing body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.6.1, paragraph 50) allows bodies in maintained schools with a delegated budget to choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

Members of the governing body may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing body may claim allowances by completing a claim form (see appendix 1) and submitting it to Mrs Lynne Noon Finance and Business Manager.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors or Vice Chair **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed every two years by the Policy committee. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form



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Governor claim form

Name:

Address:

Claim period:

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

Signed: _____

Date: _____

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Mrs Lynne Noon Finance and Business Manager along with any relevant receipts.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p