



Wallisdean Federated Schools

Governors' Allowances Policy

1. Aims

The governing board 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 4.7.1, paragraph 63) says that boards in maintained schools with a delegated budget can 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 [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

Members of the governing board 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 board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Clerk to the Governing Body of the Wallisdean Federated Schools.

Payment for travel expenses incurred through use of private cars, motorcycles shall be at a rate not exceeding the Inland Revenue Authorised Mileage rate as published from time to time. Travel costs must not exceed second class rates; HCC travel and subsistence rates in operation at the time will apply. Other expenses will be paid on provision of a VAT receipt and will be limited to the amount on the receipt. Governors may not claim attendance allowance and cannot be reimbursed for loss of earnings. No expenses may be claimed when care is provided by spouses, partners or other responsible persons normally in the family home.

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

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 Executive Head Teacher) **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.

A budget of £100 for each school will be provided annually (within the Staff Wellbeing budget) for the payment of any claims.

4. Monitoring arrangements

This policy will be reviewed at least every three years by the policy group. Any amendments will be presented at a meeting of the full governing board.

Ratified by Resources Committee: Summer 2 June 2024

Adopted: Summer 2021

Reviewed: Summer 2024 ;

Next Review: Summer 2027

Wallisdean Federated Schools

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.

Details of course/meeting/event (e.g. date, venue, purpose)

.....
.....
.....
.....
.....

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Clerk to the Governing Body, along with any relevant receipts.

The form should normally be submitted within 2 weeks of the expenses being incurred.