

# The Birches Specialist Support School Governors' Allowances Policy



**Date Reviewed:** **March 2022**

**Reviewed by:** **Adel White, School Business Manager.**

Signed: .....  
On behalf of the Governors

Signed: .....  
Head teacher

**Date of next review:** **March 2023**

## **Governors' Allowances Policy**

School governors provide a voluntary service, and cannot be paid for their role as a governor.

However, they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.

Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings.

Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the School Business Manager and Headteacher :-

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner); whereby arrangements have to be made that are different to normal;
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Mileage expenses incurred travelling to/from meetings and training courses in excess of 10 miles, to be payable at a rate not exceeding that of the current HMRC approved mileage rate.
- Travel (public transport) and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.
- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Governors should car share when attending the same event to minimise costs.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form on a termly basis (obtainable from the School Office), attaching receipts or supporting documentation. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

### **Interpretation**

In this Part—

(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**

The governing body of a maintained school which has a delegated budget 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, 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**

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**

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 as published from time to time.

Current rates;

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

Updated 4 July 2019

**Approved mileage rates from tax year 2022 to 2023 to present date**

<b>From tax year 2022 to 2023 onwards</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

**Policy Information and Review**

*Review frequency: every 1 year*

Date	Version	Changes made	By whom (name and role)	Due date for next review	Reviewed & Ratified by Govs. (sign and date)
May 2018	1	Policy created	F Shah Deputy Headteacher on behalf of AW SBM	May 2021	
July 2018		<b><i>06/07/18 The Policy Ratification Committee has met and requested that all current statutory policies are ratified for one year only whilst an appropriate cycle of ratification is implemented. Policies will then be approved for their full length of term either through the Full Governing Body or one of the committees following an</i></b>			

		<b><i>agreed plan of ratification.</i></b>			
February 2019	1	Dates changed for ratification purposes – policy is the same just the dates altered	F Shah DHT	February 2022	
March 2021	1	Dates changed for ratification purposes – policy is the same	A White SBM	March 2022	
March 2022	1	Dates changed for ratification purposes – policy is the same	A White SBM	March 2023	