



Governors Expenses Policy

Holy Family Catholic Primary School
&
Our Lady and St Joseph Primary School

Our schools have a strong Catholic ethos which underpins everything we do. Knowing we are guided by God, we aspire to live our mission of truth, honesty, justice, and peace for all. Catholic Social Teaching permeates through our curriculum, interactions, and relationships.
This is all manifested through God, Love and Family

Our vision is to empower children to become architects of a better world.

We therefore continuously seek to evolve our holistic understanding and application of learning.

We hold a shared belief that this requires knowledge, effort, empathy, passion, and innovation.

This is our mission.

Governors' Allowances Policy:

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. The Governing Body believes that paying governors' 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.

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

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative, and are agreed by the FGB that they are justified before any reimbursable costs are incurred.
- Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

The cost of travel relating only to travel to meetings/training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel.

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.

Telephone charges, photocopying, stationery, postage etc; Any other justifiable allowances.

The Governing Body acknowledges that:

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 two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (January 2014)

Governors' allowances

School governors provide a voluntary service and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or childcare costs incurred because 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.

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](#).

Governors can claim allowances that are pre-agreed by the governing body. This will be in exceptional circumstances.