



Governors' allowances

Matlock & Dales Primary Partnership

Review: Annually

Version	Date	Narrative	Minute No.	Review Date
1	AS: 12.7.22 DCT: 12.7.22 STG: 13.9.22	<p>Policy adopted by each school's LGB.</p> <p>Added: Section 2: roles and responsibilities.</p>	FGB/2122/120722/8 FGB/2223/051022/15 FGB/2223/130922/15	August 2023
1	29 th August 2023 Bakewell CE Infants: 12.2.24	<p>Summer term policy review.</p> <p>Slight amendments to wording to reflect that this policy is applied across schools within the partnership. These amendments are highlighted in green text.</p>	RMC/2223/290823/1 FGB/2324/120224/07 & FGB/2324/120224/13	August 2024



Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013 \(as amended\)](#)
4. [What can governors claim expenses for?](#)
5. [How are expenses claimed?](#)

Appendix

- a) [Governors' Allowance Claim Form](#)

Statement of intent

All of the schools within the Matlock and Dales Primary Partnership (All Saints CE Infants, All Saints CE Junior, Bakewell CE Infants, Darley Churchtown and St. Giles), we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing bodies of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors and associate members of the governing body, for any expenses they have incurred when serving as a governor.

This policy has been created with the aim of ensuring all governors, and non-governors who are members of the governing body, receive reimbursements for any expenses where the federation of schools has derived benefit from the individual serving their governing duty.

The schools within the Matlock and Dales Primary Partnership believe that including payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.



1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE (2020) 'Governance handbook'

2. Roles and responsibilities

The chair of governors and headteacher will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

3. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)

- 3.1. Under these regulations, schools may decide to provide payments to governors in order to cover costs for expenses paid whilst fulfilling their roles.
- 3.2. There are, however, restrictions on the circumstances under which governors can receive payments from the school. Governors must not receive any reimbursement for loss of earnings due to attendance at meetings or a payment allowance for attendance.
- 3.3. The circumstances in which governors will receive payments must be agreed by the governing body in advance, and be authorised by submitting a [claim form](#).
- 3.4. Any payments to governors must only be authorised if the governing body has deemed the circumstances beneficial to the school.
- 3.5. Any travel expenses must be returned at a rate not exceeding the HMRC approved mileage rates.
- 3.6. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

4. What can governors claim expenses for?

4.1. Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the governing body:

- Travel:
 - Claims for expenses may be made for travel between the governor's household and the school, at the level of mileage rates published by HMRC (45 pence per mile for the first 10,000 miles, then 25 pence for each subsequent mile).
 - The nature of the visit must be related to the work of the governing body, e.g. governors' meetings, training courses, etc.
 - Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
 - The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.
- Childcare:
 - In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing body, expenses will be returned for the cost of childcare or a babysitter.
 - Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.
- Specific needs:
 - Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
 - The circumstances in which governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.
- Telephone charges, photocopying, stationery, etc.
 - Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
 - Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

4.2. This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the governing body.

5. How are expenses claimed?

5.1. Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.

- 5.2. Claims should be made using a claim form, and submitted to the school business officer, via the school office.
- 5.3. Any claims will not be reimbursed unless authorised by the headteacher.
- 5.4. All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the chair of governors may ask for further details.
- 5.5. Claims can be made using the form in [Appendix A](#).

Appendix A – Governors’ Allowance Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

Section one

Name of governor:		Date:
Date of expenditure:	Details of expenditure:	Claim:
Total claim:		£

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that cash/cheque has been received.

Signature of governor:		Date:
Signature of headteacher:		Date:
Reimbursed by (name):		Date:

Section two

Duty of service, e.g. childcare:	
Name:	
Amount received (£):	
Signature:	
Date:	