



### Paying Governors' Allowances Policy

The School Governance (Rules, Procedures and Allowances) (England) Regulations 2013 give maintained schools with a delegated budget, the discretion to pay governors for certain expenses that they incur in carrying out their duties.

1. The role of a school governor is a voluntary one. If agreed by the board, governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing board and its committees, undertaking governor development and otherwise acting on behalf of the Governing Board.
2. The governing board of Springhead School believes that offering expenses for governors is an appropriate use of school funding, as it helps to ensure equality of opportunity for those wishing to serve as a governor.
3. Governors may not claim for actual or potential loss of earnings or income.
4. All governors (and any associate members) are eligible to claim allowances in accordance with this scheme.

#### **Eligible Expenses**

5. Categories of eligible expenditure are as follows:
  - child care or baby-sitting expenses, where these are not provided by a relative or partner
  - care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
  - telephone calls and postage
  - travel
  - subsistence

#### **Allowance rates**

6. Rates at which allowances are payable are as follows:
  - care arrangements: will be considered on a case-by-case basis and with the prior approval of the Chair of the Governing Body In

exceptional circumstances, such other sum as may be agreed by the chair of the governing board prior to any costs being incurred;

- telephone calls and postage: actual costs incurred;
- travel rates: to be determined by the governing board. However, the level of reimbursement must not exceed HMRC approved mileage rates.
- for public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi or private hire vehicle, the cost per journey must not exceed the rate set by the relevant licensing authority;
- subsistence: to be determined by the governing board.

### How to claim

7. All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls). Claim forms can be obtained from the school office.
8. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
9. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
10. The schools' normal systems for authorising and processing payments will apply to claims made under this scheme.

<b>Date of policy adoption by governing board</b>	March 2025
<b>Method of communication</b>	Website & Full Gobs meeting
<b>Date of next review</b>	March 2026
<b>Responsibility</b>	<i>Full governing board</i>