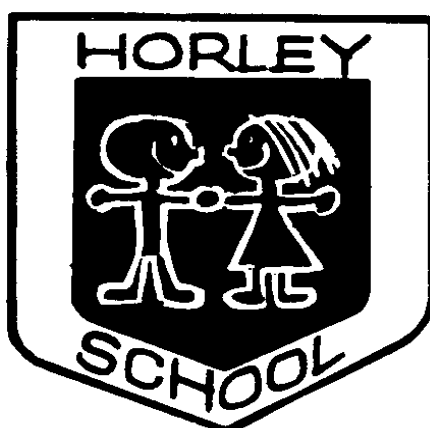


# HORLEY INFANT SCHOOL



## GOVERNORS' ALLOWANCES POLICY

**Initially Approved On:**

**Spring 2009**

**Reviewed On:**

**Autumn 2023**

**Staff Link:**

**Shazia Anjum**

**Link Governor (statutory policies only):**

**FGB**

Policy Status				
Statutory	Non-Statutory	Annual Review	Bi-annual Review	Triennial Review
✓		✓		

**Next Review Date:**

**Autumn 2024**

**FGB Review (statutory policies only):**

**Housekeeping**



## HORLEY INFANT SCHOOL

### GOVERNORS' ALLOWANCES POLICY

#### Statement of Intent

At **Horley Infant School**, 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 boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors, and associate members appointed by the governing board, for any expenses, e.g. travel and childcare costs, they have incurred when serving on the board.

This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the school has benefitted from the individual attending in their duty.

The school believes that including reimbursed 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.

#### Legal framework

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'

#### Roles and responsibilities

The chair of finance 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.

#### Governors' allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors, and associate members appointed by the governing board, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the school. Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the chair of finance in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the

headteacher or chair of finance following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the chair of finance has deemed the circumstances to be beneficial to the school and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

### **Expenses eligible for reimbursement**

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the chair of governors:

#### **Travel (no subsistence will be considered)**

- Claims for expenses may be made for travel between the governor's household and the school, which will not exceed the annual level of mileage rates published by [HMRC](#), (currently 45p per mile)
- The nature of the visit must be specific to their role on the board, e.g. governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated 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 board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of £7 per hour.
- 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 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 dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the school may decide to reimburse in other instances; however, this must be agreed in advance by the chair of finance.

No claims will be considered for remote attendance at meetings or free online training.

### **Procedure for claiming expenses**

Governors should claim expenses in arrears on a termly basis unless the amount to be claim is substantial. Claims to be made using the claim form (attached at the end of the policy), authorised by the chair of finance and submitted to the SBM via email to [admin@horley.surrey.sch.uk](mailto:admin@horley.surrey.sch.uk).

All claims will be reimbursed by Bacs.

Claims will not be reimbursed unless authorised. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the chair of finance may refuse requests.

### **Monitoring and review**

This policy is reviewed annually by the governing board and the headteacher.

<b>Policy Originator:</b>	Finance	<b>Responsible Committee:</b>	FGB
<b>Adopted:</b>	Spring 2009	<b>Review Period:</b>	Annual
<b>Status:</b>	Statutory	<b>Next review Date:</b>	Autumn 2024

## Appendix 1: governor claim form



# Horley Infant School

### Governors' Allowances claim form

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

NAME OF GOVERNOR	
EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to **Shazia Anjum** ([admin@horley.surrey.sch.uk](mailto:admin@horley.surrey.sch.uk)) along with any relevant receipts.

Signature of governor		Date
Signature of headteacher		Date
Reimbursed by		Date
Authorised by		Date

The form should be submitted within one-term weeks of the expenses being incurred.