



Governor Allowance Policy
Holmer Lake Primary School
2024 - 2025

Date of Policy Creation	Spring 2021 – reviewed every 1 year	Named Responsibility	School Business Manager Miss. Pearson
Date of Policy Adoption by Governing Body	Spring 2021		
Last reviewed on	Autum 2024		
Next review due by	Autumn 2026		

1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 73) 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](#).

Holmer Lake Primary School 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 and so is an appropriate use of school funds.

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does not include an attendance allowance, or payment to cover loss of earnings. Members of the governing board may claim allowances by completing a claim form (see Appendix 1) and submitting it to the Headteacher (Mrs H Kumar).

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the governing body may claim for:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
- Costs 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.
- Travel and subsistence costs associated with attending meetings or training events (unless these costs can be claimed from the Local Authority or any other

source). The current rate for mileage is 45p per mile which does not exceed the specified rates for school personnel.

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

The Governing Body at Holmer Lake Primary School acknowledges that:

- Governors may not be paid attendance allowance.
- Governors may not be reimbursed for loss of earnings.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board **before** they are incurred.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).

4. Making a Claim

Governors wishing to make a claim under these arrangements, once prior approval has been sought, should complete a claims form (see Appendix 1), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. Claims will then be submitted for approval to the Finance Committee.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit. The Governing Body must ensure that expenses are due to focusing strongly on three core functions:

- setting the vision and strategic direction of school;
- holding the headteacher to account for its educational performance; and
- ensuring financial resources are well spent.

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.

5. Monitoring arrangements

This policy will be reviewed annually by the governing board. Any amendments will be presented at a meeting of the full governing board.

Appendix 1 - Holmer Lake Primary School – Governors Claim Form

Name:	School:
Address:	
Date:	Claim period:

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

Signed.....

Date.....

Expenses Type	£
Childcare/babysitting	
Care arrangements for elderly/dependent relative	
Support for governor with special needs	
Support for governor whose first language is not English	
Travel/subsistence to meetings or training events	
Postage	
Photocopying	
Stationery	
Telephone charges	
Other (please specify)	
TOTAL CLAIMED	

This form should be submitted to Mrs Kumar (Headteacher) along with any relevant receipts.

This form should be submitted within 2 weeks of the expenses being incurred.

Appendix 2: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p