



Governor Expenses and Allowances Policy

Effective Date: March 2010

Reviewed: March 2014, Feb 2016, April 2018

Next review: April 2020

Review Committee: Resources

This Policy was reviewed and adopted by the Full Governing Body

Adopted		
Signature		Headteacher
Signature		Chair of Resources
Date		

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

Winchcombe School Governing Body believes that paying such expenses, in specific categories, is important in ensuring equality of opportunity for all members of the community to serve as governors and so is an appropriate use of school funds. The specific items allowable reflect this objective.

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

1. Governors will be able to claim allowances providing they are necessarily incurred in carrying out their duties as a Governor or representative of Winchcombe School and **have been agreed as justified by the Chair of Governors, Headteacher and the school Business Manager before any reimbursable costs are incurred.**
2. Governors will be able to claim for the following, on a case-by-case basis and with **prior approval** from the above named in Item 1:
 - Childcare or babysitting **where no responsible adult is available;**
 - Cost of care arrangements for an elderly or dependent relative living at the same address as the claimant **where no responsible person is available;**
 - Extra costs incurred by the Governor in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate of 45p per mile.
 - 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 LA or any other source;
 - Telephone/email charges, photocopying, stationery, postage etc;
 - Any other justifiable expenses agreed beforehand.

The Governing Body at Winchcombe School acknowledges that:

- Governors cannot claim attendance allowances for normal governor meetings (including committee meetings or school visits)
- Governors cannot claim for loss of earnings;
- Governors' expenses will be paid from the school's delegated budget.

Governors wishing to make claims under these arrangements, once prior approval has been obtained, should complete a claim form after the event (obtainable from the Clerk to the governors), attaching receipts where possible, and return it to the School Business Manager within two weeks of the date when the allowances were incurred.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or Chair of Resources if they appear excessive, inconsistent or not in line with the claim **previously agreed** with the school.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) 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

N.B.

Governors do not have to pay tax on these reimbursements as long as only actual expenditure is reimbursed.

Associate Members and Sponsor Governors will be treated in the same way as members of the Governing Body.

This policy will be reviewed by the Resources Committee every two years.