



GOVERNORS' ALLOWANCES POLICY

Allowances may be claimed by any governor of the school in accordance with this policy, the Education (Governors' Allowances) (England) Regulations 2003 and the School Governance (Roles and Allowances) (England) Regulations 2013.

School governors provide an important voluntary service. They cannot be paid for their role as governors, but they can receive out of pocket expenses. These may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

Whether to pay allowances and what allowances might reasonably be paid are matters for the Governing Body to decide. Springfield's Governing Body wishes to reflect the spirit of the legislation by encouraging people to become governors without the barrier of financial constraint.

Eligible allowances must be incurred in the performance of a member's duties as a governor. The Governing Body acknowledges that governors may not be paid attendance allowance and they may not be reimbursed for loss of earnings.

Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website (www.hmrc.gov.uk/rates/travel.htm). Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

Eligible Expenses:

Item	Rate/Conditions
Car mileage in respect of full governing body meetings, committee meetings, training and other governor duties.	At HMRC rate. The maximum car mileage claim you can make for a single round trip is set at 100 miles. For longer journeys, train travel or use of a hire car is recommended.
Other travel expenses.	At cost, but not exceeding 2 nd class rate unless by prior arrangement or in exceptional circumstances.
Taxi fares.	At cost, but only if the prior consent of the Chair of Governors or Chair of Finance has been received.
Care costs for children and dependant relatives (no expenses may be claimed when care is provided by spouses, partners or other responsible persons normally resident in the family home).	At actual cost, up to a maximum of £10 per hour.

Car park charges.	At cost.
Postage and telephone charges.	At cost (but for stationery, stamps and photocopying – use of school facility is a favoured alternative) payable at current rates specified by Secretary of State for the Environment, Transport and the Regions associated with attending national meetings or training events.
Any other justifiable allowances	At cost.

Procedure for Claiming

1. In order to provide a clear audit trail, governors claiming allowances should complete a claim form and provide proof of attendance or expenditure.
2. Pass the claim to the Chair of Governors or Chair of Finance for signature of approval.
3. Submit the signed form to the school's Senior Finance Manager
4. Payment will be made in the form of a cheque.

Any governor claiming allowances should complete an allowances claim form at least termly. Claims up to £25 a term for travel expenses may be authorized by the Chair of Governors or Chair of Finance. Payment will then be made by the school in the form of a cheque.

Claims for other allowances or travel exceeding £25 a term will be put to the Full Governing Body for approval. All claims must be supported by receipts or records of costs.

The Governing Body will need to approve all claims once the agreed budget has been exceeded.

Audit and Accountability

The Governing Body will agree a budget for allowances for the year and the Finance Committee will monitor it. All governors' allowance claims and the supporting receipts and records will be held by the school's Senior Finance Manager. All allowance claims will be subjected to the normal Local Authority audit arrangements. In accordance with School Governing Regulations, any governor whose allowances are the subject of consideration at a meeting must withdraw from the item and take no part in the discussion.

This policy has been assessed against the requirements of the Equality Act and found to be compliant.

Review date: Summer Term 2017