

# ***Allowances policy for the Governance Board of Hindhayes***

## **1. Aims**

The governance 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/trustee on the grounds of cost.

## **2. Legislation and guidance**

*For maintained schools only (delete if not applicable):*

The [Governance Handbook](#) (section 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to 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 School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

*For academies, including free schools (delete if not applicable):*

The [Governance Handbook](#) (section 4.6.1, paragraph 52) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

*If applicable, add/amend:* This policy complies with our funding agreement and articles of association.

## **3. Overview**

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties. Claims will be treated confidentially.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governance board may claim allowances by completing a claim form (see appendix 1) and submitting it to *the* Business Manager, Hindhayes School Street, Leigh Road, Street, Somerset BA16 0HB. The Business Manager will check the claim for reasonableness and either the Chair or Vice Chair will approve for payment.

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 governance board may claim for:

- **Childcare**
- **Care for elderly or dependent relatives**
- **Extra costs incurred because they have a special need or English as a second language**
- **Travel and subsistence costs**
- **Telephone charges, photocopying, postage, stationery, etc.**

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs will be agreed in principle by the full Governance *Board* **before** they are incurred.

The chair of the board (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

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. Monitoring arrangements**

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

## Appendix 1: expenses claim form

Hindhayes Infant School Street

Claim form for governance expenses

Name:

Address:

Claim period:

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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)	
Total expenses claimed	

This form should be submitted to the Business Manager at Hindhayes School along with any relevant receipts.

The 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