



# **Holy Cross**

CATHOLIC HIGH SCHOOL

## **Governors' Allowances Policy**

## **Contents:**

Policy Aims

Overview and Legislation

Eligible Expenses

Allowance rates and reimbursement

Criteria for claims

Financial Systems

## **Appendices**

A. Governors' Allowances Claim Form

B. Approved mileage rates

## **Policy Aims**

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and any other activities to carry out their duties.
2. This policy outlines the terms on which these allowances will be paid.
3. By adopting this policy, the Governing Body intends that all members of the community can become a governors, and that cost will not act as a barrier.

## Overview and Legislation

4. Governing Bodies of maintained schools with a delegated budget can choose to pay allowances to body members in accordance with is set out in [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6.](#)
5. All governors and associate members are eligible to claim allowances in accordance with this scheme.
6. Governors cannot be paid attendance allowance or for any loss of earnings.
7. All such payments will be paid from the school's delegated budget, and therefore subject to the same budgetary control, authorisation, and audit arrangements as other items of official expenditure.

## Eligible Expenses

8. Governors and associate members of the body may claim for:
  - a) Care arrangements:  
Child care or baby sitting expenses, where these are not provided by a relative or partner; Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
  - b) Telephone calls, postage, photocopying or stationary
  - c) Travel
  - d) Subsistence
  - e) Costs incurred because they have a special need or English as an additional language

## Allowance rates and reimbursement

9. Rates at which allowances/reimbursements are payable are as follows:

Care Arrangements - Actual costs incurred, up to a maximum of [\*] per hour for the care of a child or an elderly or dependent relative requiring full time care. For the purposes of this policy, a carer is identified as anyone other than an existing or former spouse or partner, a responsible person who normally lives in the family home.

Travel Rates - Where the return journey from home to school by the shortest practicable route exceeds [\*] miles travelling expenses for the excess mileage will be payable at the HMRC current approved mileage rate.

Subsistence - Under normal circumstances no expenses will be provided for subsistence. However, if additional expenses are incurred because work as a

governor requires taking meals (ie breakfast, lunch or dinner) away from school reimbursement will be made for the food/drink items bought on the day. An individual discussion will take place if a Governor is required to claim this back.

## **Criteria for claims**

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by [the Governing Body/a named committee or individual] before they are incurred.

10. All claims must be authorised by the chair or headteacher and submitted to school by the end of each term. Claims for travel and subsistence expenses outstanding for more than six months will not be accepted.
11. Receipts/Invoices must be supplied to support claims for reimbursement.
12. In the case of telephone calls, an itemised phone bill should be provided identifying the relevant calls.
13. 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.

## **Financial Systems**

14. The school's normal systems for authorising and processing payments will apply to claims made under this scheme.
15. The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full Governing Body meeting.

Claims can be made using the form in [Appendix A](#).

## **Monitoring and review**

This policy is reviewed annually by the Governing Body.

**Updated: Autumn 2024**

**Review Date: Autumn 2025**

## Appendix A – Governor Claim Form

School Name:

School Address:

Claim Period:

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

Signed .....

Date .....

EXPENSES	£
Care arrangements (childcare of care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel	
Subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
<b>Total expenses claimed</b>	

## Appendix B – Approved mileage rates

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

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