



## Dovecote Primary & Nursery School Governors Allowance Policy

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<b>Author</b>	Ruth Guy-Clark		
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Reference: 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.

School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

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.

Dovecote Primary School Governing Board may claim for specific expenses to enable them to perform their duties and enables equality of opportunity to serve as a governor.

Whilst governors consider it is an appropriate use of school funds, they recognise the importance of using the school budget to directly enhance the life chances of children.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Dovecote Primary School, and are either:

- Related to attendance at formal governing board meetings or pre-agreed events.
- Have been agreed by the full governing board before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis:

- Childcare (excluding payments to a current/former spouse or partner).
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner).
- Extra costs incurred in performing duties either because they have special needs or English as a second language.
- Travel and subsistence costs.
- Telephone charges, photocopying etc.

The Governing Board of Dovecote Primary School acknowledges that:

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

The budget set for the financial year for governors' allowances is £ 100.

The amount cannot be exceeded without approval of the Governing Board.

Governors wishing to make claims under these arrangements should complete the expenses claim form (appendix 1), obtainable from the School Business Manager, attach receipts, and return it to the school. The School Business Manager will present a Governors Expenses Report to the full governing board, for approval.

Claims will be paid in arrears on a case by case basis, be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent. Reimbursement costs must be agreed in principle by the governing board **before** they are incurred.

Travel expenses for the use of a vehicle must not exceed the HMRC approved mileage rates.

APPENDIX 1

**Dovecote Primary School**

**Governor expenses claim form**

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for governor 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 etc.	
<b>Total expenses claimed</b>	

This claim form, including receipts, should be submitted to the School Business Manager within two of the expenses being incurred.

\* The table below shows HMRC's current approved mileage rates 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