



# Eastfield Infant and Nursery School

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## Governors Expenses and Allowances Policy

Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.

Governors may not claim for actual or potential loss of earnings or income.

All governors and associate members are eligible to claim allowances in accordance with this policy.

### Eligible Expenses

Categories of eligible expenditure are as follows:

- 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)
- Telephone calls, postage, stationery, administrative costs
- Travel and subsistence costs
- Extra costs incurred because they have a special need or English as a second language
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board **before** they are incurred.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

### Criteria for Claims

All claims must be submitted to the headteacher on the attached form within two weeks of the expenditure being incurred (except for telephone calls).

Receipts must be supplied to support claims for reimbursement e.g. bus ticket, phone bill, till receipt. Wherever possible these should show any VAT element.

In the case of telephone calls, an itemised phone bill should be provided identifying the relevant calls.

### Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme. A summary of governor expenses will be considered on a termly basis by the Resources Committee.

**Eastfield Infant and Nursery School  
Governor Expenses Claims Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed .....

	£	p	p
Child care			
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)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to the headteacher

**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

## DfE Regulations: Paying Allowances to School Governors

### Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed HM Revenue and Customs Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LA may pay governor allowances.

The [Governance Handbook](#) (section 4.7.1, paragraph 63) 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.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).