

## Policy for Governor Allowances

This policy statement has been developed in accordance with the DFE document The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the School's budget for certain expenses they incur when carrying out their duties.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. 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. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The Governing Body of Hazel Oak School believes that paying Governors' allowances in the categories set out below is important in ensuring equality of opportunity to serve as Governors and so it is an appropriate use of school funds.

From February 2016 all Governors at Hazel Oak School will be entitled to claim the actual costs they incur as follows:

1. Governors will be able to claim allowances providing they are incurred whilst carrying out their duties as a Governor of Hazel Oak School.
2. Governors will be able to claim for the following, on a case by case basis and, with **prior** approval of the Governing Body (Chair of Governors or Chair of Finance):
  - Childcare or babysitting (excluding payments to current/former spouse or partner)
  - The cost of travel to meetings/training courses at the current Local Authority rate for non-essential car users
  - Telephone charges, photocopying, stationery
3. Governors will not be able to claim for:
  - Attendance allowance
  - Loss of earnings for attending meetings

Governors wishing to make claims under these arrangements should complete a claim form (available from the school office – appendix), attaching receipts where possible and return it to the Clerk to Governors no later than 4 weeks after the expenses were incurred.

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

Date of policy: November 2012

Date of review: February 2016

Date of next review: February 2018

Hazel Oak School  
Governor Allowance Claim Form

<b>Name</b>	
<b>Address</b>	
<b>Claim Period</b>	

**A: Child Care Expenses**

<b>Date of meeting:</b>	<b>Amount claimed: £</b>
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**B: Travel Expenses**

Date of meeting	Number of miles
<b>Total Mileage</b>	<b>.....@ .....p per mile =£</b>

**C: Telephone Charges, photocopying, stationery**

<p><b><u>Details</u></b> (attach receipts)</p>	<p><b><u>Amount claimed: £</u></b></p>
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**Total amount claimed: (A + B + C) = £\_\_\_\_\_**

Signed.....

Date.....