

# **Marshland High School**



## **Governor Allowances Policy**

*Approved - May 2018*

*Success through learning*

This policy statement is in compliance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The 2013 regulations state that:-

School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Marshland High School Local Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

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.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Local Governing Body:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner or family member);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Mileage expenses incurred travelling to/from meetings and training courses, to be payable at a rate not exceeding that of the current HMRC approved mileage rate.
- Travel (public transport) and subsistence costs, associated with attending national meetings or training events
- Telephone charges, photocopying, stationery, postage etc. may be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
- Any other justifiable allowances.

The Local Governing Body at Marshland High School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Governors should car share when attending the same event to minimise costs.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, obtainable from the Clerk, attaching receipts or supporting documentation.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or West Norfolk Academies Trust if relating to the Chair of Governors), if they appear excessive or inconsistent.