



Cabot Primary School

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Governors' Allowances Policy

Adopted: October 2012

| Review Date | Details | Owned by/linked to |
|-------------|--|--------------------|
| April 2015 | Requirement for VAT registered receipts, updated re. new guidelines http://www.legislation.gov.uk/ukxi/2013/1624/part/6/made | FGB |
| Feb 2018 | No changes | FGB |
| Feb 2021 | | |

CABOT PRIMARY SCHOOL

GOVERNORS' ALLOWANCES POLICY

Guidelines

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

Governors may not claim for

- Actual or potential loss of earnings
- Attendance allowance

Eligible expenses

Categories of eligible expenditure are as follows:

- Care arrangements where these are not provided by a relative or partner for
 - Childcare or babysitting expenses
 - An elderly or dependent relative
- Telephone calls and postage
- Travel
- Subsistence

Allowance rates*

Rates at which allowances are payable are as follows:

- Care arrangements – for actual costs incurred up to £7.50 an hour and must be a provider registered by Ofsted
- Telephone calls and postage – actual costs incurred
- Travel rates
 - In accordance with the Inland Revenue Authorised Mileage which is 45p per mile for cars and vans and 24p per mile for motorbikes (as at October 2012)
 - For public transport, actual costs incurred (a cap on taxi fares up to £15)
- Subsistence – if additional expenses are incurred because work as a Governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area reimbursement will be made for the food/drink items bought on the day claims. Up to £15 a day can be claimed by a Governor for subsistence.

Criteria for claims

- All claims must be submitted to the head teacher on the appropriate form within one month of the expenditure being incurred (except for telephone calls)
- VAT receipts must be provided to support claims for reimbursement (e.g., bus ticket, phone bill, taxi receipt, till receipt)
- In the case of telephone calls an itemised phone bill should be provided, identifying relevant calls.

Financial systems

Expenses will be handled by the Head and the School Business Manager.

Legal basis for paying these allowances

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
<http://www.legislation.gov.uk/ukxi/2013/1624/part/6/made>

*The Governing Body may vary these rates to meet particular circumstances. These rates must be agreed at the Full Governing Body.