



**Summerhill School**

## **Governors' Allowances Policy**

**Date:** 10<sup>th</sup> July 2024  
**Review:** July 2026  
**Responsible:** Finance and Staffing Committee

At Summerhill School, the Governing Board has decided not to generally pay reasonable allowances from the school's delegated budget to cover any costs that Governors incur through carrying out their duties. However, the Governing Board wishes to ensure that no member of the community is prevented from becoming a Governor on the grounds of cost. They also wish to have the opportunity to take account of any exceptional circumstances where it may be appropriate to pay expenses. Any expenses incurred must be reasonable and necessary to fulfil their duties.

This policy sets out the terms on which such allowances will be paid in exceptional circumstances as agreed by the Chair of Governors.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow Governing Bodies of maintained schools, who have a delegated budget, to decide whether they wish to reimburse Governors and associate members of the Governing Board, for any expenses they have incurred when serving as a Governor.

This policy has been created with the aim of ensuring that Governors, and non-Governors who are members of the Governing Board, **who are in receipt of benefits**, will receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing duty.

The school believes that including payment for Governors **who are in receipt of benefits** is important to enable full participation for all governing members of our community and is, therefore, an appropriate use of our annual budget.

## **1. Legal Framework**

- 1.1 This policy has due regard to the following legislation, including, but not limited to:
  - The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- 1.2 This policy also has due regard to the following guidance:
  - DfE (2024) Maintained Schools Governance Guide

## **2. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)**

- 2.1 Under these regulations, schools may decide to provide payments to Governors in order to cover costs for expenses paid whilst fulfilling their roles.
- 2.2 There are, however, restrictions on the circumstances under which can receive payments from the school. Governors must not receive any reimbursement for loss of earnings due to attendance at meetings or payment allowance for attendance.
- 2.3 The circumstances in which Governors will receive payments must be agreed by the Governing Board in advance and be authorised by submitting a claim form.
- 2.4 Any payments to Governors must only be authorised if the Governing Board has deemed the circumstances beneficial to the school.
- 2.5 Any travel expenses must be returned at a rate not exceeding the HMRC approved mileage rates.
- 2.6 Other approved expenses will only be granted upon provision of a receipt and for only the amount shown on the receipt.

### 3. What can Governors claim expenses for?

3.1 Governors **who are in receipt of benefits** will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the Governing Board:

- Travel
  - Claims for expenses may be made for travel between the Governor's household and the school, at the level of mileage rates published by HMRC (45 pence per mile for the first 10,000 miles, then 25 pence for each subsequently mile).
  - The nature of the visit must be related to the work of the Governing Board, e.g. Governors' meetings, training courses, etc.
  - Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
  - The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.
- Childcare
  - In cases where a Governor does not have a spouse or family member to care for a child when the Governor must attend meetings relating to the work of the Governing Board, expenses will be returned for the cost of childcare or a babysitter.
  - Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the Governor must be absent due to their Governing duties.
- Specific needs
  - Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
  - The circumstances in which Governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription, etc.
- Telephone charges, photocopying, stationery, etc.
  - Claims for reimbursements can be made where a Governor is unable to use the school's facilities for any of the above.
  - Allowances will be returned upon production of a valid receipt, where appropriate. In all other cases, a full written report must be submitted.

3.2 This list is not exhaustive and the school may decide to reimburse in other instances; however, this must be discussed by the Governing Board.

### 4. How are expenses claimed?

- 4.1 Governors who are **in receipt of benefits** should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.
- 4.2 Claims should be made using a claim form, and submitted to the Business Manager, via the Headteacher's PA.
- 4.3 Any claims will not be reimbursed unless authorised by the Headteacher.
- 4.4 All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Chair of Governors may ask for further details.
- 4.5 Claims can be made using the form in Appendix A.

## Appendix A – Governors' Allowance Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

### Section One

<b>Name of Governor:</b>		<b>Date:</b>
<b>Date of Expenditure</b>	<b>Details of Expenditure</b>	<b>Claim</b>
	<b>Total Claim:</b>	<b>£</b>

I certify that the above expenses are actual and necessary and confirm that cash/cheque has been received.

I confirm that I am in receipt of benefits.

<b>Signature of Governor</b>		<b>Date:</b>
<b>Signature of Headteacher</b>		<b>Date:</b>
<b>Reimbursed by (name):</b>		<b>Date:</b>

### Section Two

<b>Duty of service, e.g. childcare:</b>	
<b>Name:</b>	
<b>Amount received (£):</b>	
<b>Signature:</b>	
<b>Date:</b>	