

ALAMEDA MIDDLE SCHOOL



INSPIRE • ACHIEVE • EXCEL

GOVERNOR ALLOWANCE POLICY

DOCUMENT STATUS

ORIGINAL AUTHOR	Business Manager
DATE OF PRODUCTION	December 2020
CURRENT STATUS	Draft
REVIEWING BODY	FGB
REVIEWED ON	December 2020
DATE FOR NEXT REVIEW	2023
RELATED POLICIES (IF ANY)	Governance Handbook



TABLE OF CONTENTS

Governor allowance policy 1

DOCUMENT STATUS i

TABLE OF CONTENTS ii

1 AIMS..... 1

2 Legislation and guidance..... 1

3 Overview 1

4 Monitoring arrangements..... 2

Appendix 1: governor claim form 4

Appendix 2: approved mileage rates 5



1 AIMS

The Board of Trustees plays a key role in the success of the Academy. Individual Trustees should not be deterred from playing their full part because of incidental costs. Therefore, the Governing Board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

2 LEGISLATION AND GUIDANCE

The [Governance Handbook](#) (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

3 OVERVIEW

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to School Business Manager

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- **Childcare or care for a dependent (actual cost incurred)**

Where a trustee does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care during a period of absence, in which that trustee attends meetings of the Board of Trustees, its committees or in otherwise representing the school or Board of Trustees; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer.

- **Support for Trustees with special needs (actual cost incurred)**



Where the school or Board of Trustees does not provide facilities or equipment to enable a trustee for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- **Support for Trustees whose first language is not English (actual cost incurred)**

The translation of documents or provision of an interpreter may be met in circumstances similar to a trustee with special needs.

- **Travel**

- Public Transport Costs (actual cost incurred)
- Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

- **Telephone charges, photocopying, postage, stationery, etc.**

May be reimbursed where the trustee is unable to use the facilities of the school in the performance of any duty on behalf of the Board of Trustees. Trustees must keep a written record or obtain a receipt, (where possible), relating to the expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- **Meals (reasonable and necessary costs incurred)**

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of Governors **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

4 MONITORING ARRANGEMENTS

This policy will be reviewed annually by Resource Committee. Any amendments will be presented at a meeting of the Full Governing Board.





APPENDIX 1: GOVERNOR CLAIM FORM

Alameda Middle School

Governor claim form

Name:

Address:

Claim period:

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

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
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)	
Total expenses claimed	

This form should be submitted to School Business Manager along with any relevant receipts.

The form should be submitted within 1 month of the expenses being incurred.



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

