



## **GOVERNORS' ALLOWANCES POLICY**

**Review Period: 3 Yearly      Status: Statutory      Next Review: Autumn 2023**

### **1) Background**

The Education (Governors' Allowances) Regulations 2003 apply to all maintained schools in England and Wales and cover expenses incurred by governors from 1 September 2003. The Regulations have been made under section 19 (3) and 210 (7) of the Education Act 2002.

Since September 2003, Governing bodies have been permitted to continue to choose whether to pay allowances to governors. Governors should be able to claim legitimate expenses where governing bodies have set up schemes to make such payments.

### **2) Payments**

#### **a) General**

The Department for Education considers that it is good practice to pay allowances, as governors should not be out of pocket. If it is decided that allowances should be paid, the Governing Body shall ensure that the necessary arrangements are in place. It should review these arrangements annually and decide whether it wishes to make any change.

All members of the Governing Body are permitted to vote on the nature and rate of allowances irrespective of the rules on declaring direct and indirect financial interests.

#### **b) Eligible Allowances**

The Regulations allow for "payments by way of allowance in respect of expenditure necessarily incurred for the purpose of enabling the individual to perform any duty."

The Governing Body shall decide from time to time what expenses are eligible in light of the School's needs. However, care should be taken not to make payments which incur tax. Allowances for travel cannot exceed HM Revenue and Customs Authorised Mileage Rates.

Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.

Once the Governing Body has agreed to pay particular expenses, these will apply to all categories of governor.

#### **c) Agreed Arrangements**

The Governing Body decided that Governors should be allowed to claim travel expenses at the School rate, in line with amount paid to staff. Claims should be made to the Chair. If agreed, the Chair shall pass the claim to the Clerk to Governing Body who will in turn pass this to the School Finance officer for reimbursement.

#### **d) Funding of Allowances**

Governors' expenses shall be met from the School's delegated budget.

**e) Audit of Governors' Expenses**

The Clerk to the Governing Body shall report annually to the Governing Body the amount claimed in Governors' expenses in the previous 12 months.

The Governing Body shall ensure that the School has effective financial systems for authorising and processing payments. Furthermore, measures should be put in place to guard against inappropriate claims.