



Ancaster

Church of England Primary School

Governor Allowances Policy

Church School Vision

In the spirit of St. Martin, the Centurion Saint, we are a welcoming and inclusive community where every individual is celebrated. As we journey together through exploration and learning, our curriculum strives to promote local and global citizens who realise they have the power to change. Our high expectations for all, underpinned by our core Christian values of Wisdom, Courage and Respect, allow us to challenge everybody to be the best they can be.

Signed by Chair of Governors: Signed by Headteacher:	Approved by the Governing Body and Headteacher at a meeting held on: 24 th April 2024
Next Date of Review: April 2025	Associated policies: Finance Policy

How does our Christian Vision impact on Governor Allowances at Ancaster?

Our work around governor allowances is heavily influenced by the 4 guiding lights in which our curriculum has been constructed taking inspiration from our Church School Vision that guides us forwards.

Inclusivity- Our Governing Body play a key role in the leadership and management of the school. We aim to be inclusive to all individual Governors/potential governors. No one should be deterred from playing their full part because of incidental costs that may be incurred whilst undertaking their duties in serving our school and its community.

Exploration – We will fully consider each individual claim and due regard will be explored in line with current legislation. When planning our financial budgets for each year, we will ensure that the importance of our Governing Body is reflected within our costings.

Empowerment-We celebrate the contribution that each member of Governing Body will bring to our school and encourage and empower members who will represent our whole school community.

Values Led- Our core values of Wisdom, Courage and Respect are central to the work that we undertake within the Governing of our school. Governors will acquire the knowledge they need to succeed in by being present in school which will, in turn, develop their ability to be courageous and develop themselves in a variety of contexts. Having constant access to school will ensure that they are continuously witnessing the deep levels of respect on offer throughout the school environment and they will establish effective relationships that continue to round them personally and will guide them to lead our school.

Rationale

The Governing Body of Ancaster Church of England Primary School has decided to pay reasonable allowances from the school's delegated budget to cover any costs that members incur through carrying out their duties.

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

Legislation and Guidance

The Governance Handbook section 4.7.1 (other types of payments, paragraphs 72-75) allows governors in maintained schools with a delegated budget to choose whether or not to pay allowances to members. Where they choose to do so, it must be in accordance with a policy or scheme.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Competency Framework for Governors](#)
- [DfE \(2020\) 'Governance handbook'](#)

The School Governance Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties. The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings. Any claim for expenses has to be met from the school's delegated budget.

The Governing Body believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community. This policy applies equally to all categories of Governor.

Equality impact

This is referenced to the School's General Duty on equality and should help to ensure that financial constraints do not prevent eligible individuals from becoming Governors.

Claims by Governors

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

Examples of where a claim may be made for incurred expenses include the following:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Roles and Responsibilities

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Finance and Resources Committee **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.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

Claims should be submitted to the School Business Leader and authorised for payment by the Headteacher who will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

Arrangements for monitoring and evaluation

The Governing Body will monitor and evaluate the impact of the policy every two years with reference to the attendance records of Governors at meetings and to the total sum paid out.

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Governor claim form

Name of governor		Date
Date of expenditure	Details of expenditure	Claim
Total claim		£

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that the payment has been received.

Signature of governor		Date
Signature of headteacher		Date
Reimbursed by (name)		Date

Section two

Duty of service	
Name	
Amount received (£)	
Signature	
Date	

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