



BEACONSFIELD HIGH SCHOOL

A remarkable Grammar School

GOVERNORS ALLOWANCES

Date last reviewed: October 2023

Next review date: October 2026

For review by: Finance & Resources/FGB



This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

The School believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of academy funds. The specific items allowable reflect this objective.

All Governors of the School will be entitled to claim the actual costs, which they incur, providing the allowances are incurred solely in carrying out their duties as a Governor or representative of the school.

Allowances

Governors will be able to claim for the following:

1. The cost of travel relating only to travel to meetings at a rate which does not exceed the specified rates for school staff
2. Travel and subsistence costs, payable at the specified rates for academy personnel, associated with attending national meetings or training events/courses, unless these costs can be claimed from any other source;
3. Telephone charges, photocopying, stationery, postage etc.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

1. Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
2. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
3. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

The **Governing Board acknowledges that** Governors may not be paid attendance allowance and Governors may not be reimbursed for loss of earnings.

Arrangements for making claims

Governors wishing to make claims under these arrangements, once prior approval has been sought where necessary, should complete a claims form (obtainable from the school) on a termly basis, attaching receipts in all cases, and return it to the school where they will be submitted for approval to the Chair of Governors. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Mileage Rates , as per the HMRC approved rates

<https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2018-to-2019#employee-vehicles-mileage-allowance-payments-maps>

Subsistence - This will only be paid where overnight accommodation has been exceptionally agreed.

Link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf

Sample Governors' Expenses Claim Form

Name:	Academy:
Address:	Date:
Post Code:	Claim for Spring/Summer/Autumn term <i>(please delete as applicable)</i>

Expense	Cost
Travel to meetings by public transport	
Travel to meetings by car Miles claimed at HMRC rates https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2018-to-2019#employee-vehicles-mileage-allowance-payments-maps	
Travel/subsistence to national meetings or training events/courses	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

I claim the total sum of £ ___ for governor expenses as detailed above. I attach all relevant receipts to support my claim.

Signed: _____

Date: _____