



CHARLWOOD VILLAGE PRIMARY SCHOOL

Governor Allowances Policy

Policy Name	Governor Allowances Policy 2024-2025
Policy Owner	Headteacher
Governing Body or Working Group Approval	Full Governing Body
Last Reviewed	Autumn 2024
Next Review Date	Autumn 2025
Status and Review	Statutory and annually

Introduction and Rationale

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Charlwood Village Primary School Governing Body 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 school funds.

Objectives

- The Governing Body will adopt a scheme for paying allowances.
- Governors should not be out of pocket for work undertaken in carrying out statutory duties.

Allowances

Governors may be reimbursed for expenditure incurred in connection with their governance duties for:-

- Care arrangements for a dependant relative (including childcare)*
- Telephone charges, photocopying, stationery etc.
- Travel (from their place of residence) and subsistence (i.e. reimbursement for meals purchased that would not have otherwise been bought, maximum £12 per meal unless otherwise approved by the Chair of Governors).
- Any other justifiable expenses at the discretion of the governing body with possible inclusion of, but not limited to, expenditure in making adjustments for disabled governors or in providing support to those governors whose first language is not English.

Allowances are not paid to cover loss of earnings or for attending meetings.

*Not including care provided by another household member.

Claims

Any claims for expenses must be supported by evidence, for example receipts, invoices etc showing the amount of the expenditure claimed where possible.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Charlwood Village Primary School, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred. In the case of the Chair of Governors claiming, this should be approved by the Vice Chair of Governors.

Governors will be able to claim on a case-by-case basis and expense payments will be reviewed and reported termly at the FGB (Resources focus) Committee.

Travel expenses may be paid at a rate commensurate with recommended rates which at present is 45p per mile, but in any case at a rate not exceeding the maximum level of the

Inland Revenue Mileage Rate (see www.inlandrevenue.gov.uk). If the Governing Body has any doubt about a specific payment it should contact the Inland Revenue for advice.

Expense payment should not attract tax liability. However, if the Governing Body has any doubt about a specific payment it should contact the Inland Revenue for advice.