

St John Henry Newman Catholic Primary School



Governor Allowances

Approved: September 2024

Next Review Date: September 2025

Governor Allowances Policy for St John Henry Newman Catholic Primary School

1. Introduction

At St John Henry Newman Catholic Primary School, the governing body recognises the valuable contribution that school governors make to the success and well-being of the school community. In line with the guidance from the Department for Education (DfE) in England and Wales, this policy outlines the provision of allowances and reimbursement of expenses incurred by governors in the course of fulfilling their duties.

The Education (Governors' Allowances) Regulations 2003 allow maintained schools to pay governors allowances incurred in carrying out their duties, which are essential to ensure that no governor is prevented from serving due to financial constraints. This policy follows the statutory requirements as set out by the DfE.

2. Purpose of the Policy

The purpose of this policy is to:

- Ensure that governors are not financially disadvantaged when undertaking their voluntary duties.
- Outline the types of expenses that are eligible for reimbursement.
- Provide a clear, fair, and consistent approach to reimbursing governors for legitimate costs incurred while attending to their governance duties.

3. Eligibility

All governors of St John Henry Newman Catholic Primary School are entitled to claim allowances in accordance with this policy, including:

- Full governing board members
- Associate members
- Members serving on committees

This policy applies to governors who incur expenses when carrying out their duties and responsibilities as governors, including attending meetings and training sessions.

4. Eligible Expenses

Governors will be able to claim reimbursement for costs incurred as a result of their governance role in the following categories:

- **Travel Expenses:**
 - Mileage allowance for the use of a private car, motorcycle, or bicycle will be reimbursed at rates not exceeding the current HM Revenue and Customs (HMRC) approved rates.
 - Public transport fares will be reimbursed on the basis of the actual expenditure incurred. Standard class fares should be used when traveling by train.
 - Taxi fares may be claimed where no other suitable public transport is available or when governors have mobility needs.

- **Childcare or Dependent Care:**
 - Reasonable expenses for childcare or dependent care incurred to attend governing body meetings or other governance-related activities will be reimbursed. The claim should not exceed the hourly rate paid by the local authority for such services.
- **Support for Governors with Special Needs:**
 - Governors who have a disability or special needs will be reimbursed for any reasonable costs they incur to enable them to participate in governance activities. This includes the cost of necessary care or support and specialized equipment.
- **Support for Governors Whose First Language is not English:**
 - The cost of translation services or other necessary support for governors whose first language is not English may be reimbursed, if required to participate fully in governance duties.
- **Telephone, Postage, Photocopying, and Stationery:**
 - Governors may claim the actual cost of essential postage, photocopying, telephone calls, and stationery used in the course of their governance duties.
- **Other Reasonable Expenses:**
 - Any other expenses incurred by governors in performing their duties, with prior approval by the Chair of Governors or the governing board, will be reimbursed.

5. Exclusions

Governors are not entitled to claim for:

- Loss of earnings or income.
- Hospitality costs, e.g., meals, drinks, and social events related to governance activities.
- Costs that are reimbursable by another party or organisation.

6. Claiming Allowances

To claim expenses, governors must:

1. Submit a completed expenses claim form to the school's finance officer within three months of incurring the expense. Claim forms are available from the school office.
2. Provide supporting receipts, invoices, or tickets for all claims, where applicable.
3. Ensure that claims are authorised by the Chair of Governors, or in the case of the Chair's claims, by the Vice-Chair.

Claims will be processed promptly, and payment will be made by bank transfer.

7. Monitoring and Review

The finance committee will regularly monitor the use of this policy to ensure that allowances are claimed appropriately and that the policy remains in line with DfE expectations. An annual report on governor expenses will be presented to the full governing body.

This policy will be reviewed every year.

This policy ensures that governors at St John Henry Newman Catholic Primary School are not disadvantaged by their commitment to governance, while maintaining transparency and accountability in the use of public funds.