

GOVERNORS' ALLOWANCES POLICY



SWANMORE COLLEGE

Centre of Excellence

Statutory	Yes
Website	Yes (Governors pages)
Last Review	May 2024
Next Review	May 2025
Reviewer	Mrs S Baker
Governor Committee	Resources
Ratified by BoG	20 May 2024

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1. Aims

The Board of Governors has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

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

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 63) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

Members of the Board of Governors may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the Board of Governors may claim allowances by completing a claim form (see appendix 1) and submitting it to Senior Finance Manager, Swanmore College, New Road, Swanmore, SO32 2RB.

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

Members of the governing board may claim for:

- 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

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair and Vice Chair of Governors **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).

4. Monitoring arrangements

This policy will be reviewed annually by the Resources Committee.

The review will incorporate a report summarising governor expenses paid during the previous 12 month period, showing by month the total number of claims and total expenses amount paid in addition to the full year totals.

Any policy amendments resulting from the review, will be presented for approval at a meeting of the full Board of Governors.

Appendix 1: governor claim form

Swanmore College

Governor claim form

Name: _____

Address: _____

Claim period: _____

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Senior Finance Manager, Swanmore College, New Road, Swanmore, SO32 2RB, along with any relevant receipts within 14 days of the expenses being incurred.

Reimbursements will be paid by BACS

Please provide the following details:

Payee Name : _____

City of Residence: _____

Bank Account No: _____

Sort Code: _____

Email address: _____

(Bank details will be destroyed monthly, after payment has been received)

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