



GUIDANCE

GOVERNORS' ALLOWANCES

1 INTRODUCTION

1.1 The *School Governance (Roles, Procedures and Allowances) (England) Regulations 2013* replaced, in a reduced form, requirements which were previously provided for in the *Education (Governors' Allowances) (England) Regulations 2003* in respect of maintained schools. The DfE has also issued departmental advice in respect of these regulations. Further guidance, and guidance for academies, can be found in the *Governors' Handbook*.

1.2 School governance in England is rooted firmly in the principle of voluntary service; there are limited circumstances in which governors can receive payments from their school. This should take place only where it is clearly in the best interests of the school or academy.

1.3 Unless governing bodies choose to pay allowances they are not required to publish a policy or scheme on allowances and expenses.

2 ELIGIBLE EXPENDITURE

2.1 Governors of maintained schools may be paid allowances in respect of expenditure necessarily occurred in performance of their duties, such as travel and child-care. This does not include payment for loss of earnings as a result of attending meetings.

2.2 Payments for travel expenses must not be paid at a rate greater than Her Majesty's Revenue and Customs' Approved Mileage Rate. These are published periodically at: <http://www.hmrc.gov.uk/rates/travel.htm>

2.3 Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

2.4 Where governing bodies of schools with a delegated budget choose to pay allowances this must be done in accordance with a policy or scheme they have published. Where a governing body does not have a delegated budget allowances may be paid by the local authority at a rate of their determination.

2.5 Governing bodies of academies are free to determine their own policy on the payment of allowances and expenses.

2.6 All governors are eligible to vote on any proposed policy or scheme for allowances and expenses. However, if an individual's claim were under discussion he/she would have to withdraw from the meeting.

3 PAYMENT FOR SERVING AS A GOVERNOR

3.1 There is no legal power for schools, local authorities or the government to pay governors of maintained schools for performing their duties as governors. The only exception concerns IEB members or additional governors of maintained schools appointed by the Secretary of State in schools 'eligible for intervention', although this power has not yet been exercised.

3.2 Local governing bodies within a multi academy trust (MAT) are not charities and therefore governors are not subject to the same restrictions on payments to trustees under Charity Law. However, the government expects voluntary service to remain the normal practice for local governing bodies of academies.

4 MODEL POLICY

4.1 A model policy is published overleaf. Please observe the following footnotes for the policy:

1) Governors should specify the rates applicable and may adopt lower rates than those specified by Her Majesty's Revenue and Customs' Approved Mileage Rate.

2) Governors may make payments from other sources of income, provided this does not compromise the purpose for which the income was intended.

MODEL GOVERNORS' ALLOWANCES POLICY

[insert school name] C OF E SCHOOL

PRINCIPLES

- 1 No governor should be out of pocket for expenses necessarily incurred in the course of their duties.
- 2 All members of the governing body and any associate members of committees established by the governing body will be treated equally.
- 3 Individual members' expenses will be kept confidential, but expenses forms will be required to be completed for audit purposes.
- 4 The following eligible expenses are payable as identified by the *Governors Handbook*:
 - (i) Child care expenses and travel expenses;
 - (ii) Any other expenditure necessarily incurred by governors in performance of their duties.
- 5 The Governing Body has adopted the current rates for travel specified by Her Majesty's Revenue and Customs' Approved Mileage Rate¹.
- 6 Claims will be paid from the School's delegated budget². Governors and others must not save up their claims for the end of the school financial year; claims should be submitted in accordance with the process outlined below.
- 7 There is no provision in this policy for governors or associate members of committees to claim for loss of earnings or an attendance allowance.
- 8 Care costs will not be met under this policy where the care for a child or dependent relative is being provided by an existing or former spouse or partner, or by a responsible person who normally lives in the family home.
- 9 All new governors will be given a copy of this policy on appointment.
- 10 This policy was agreed by the Governing Body on [insert date] and will be reviewed at the first meeting of the autumn term in the following year.

PROCESS

- 1 Members should complete a claim form and provide receipts, or other evidence of expenditure. Forms should be sent directly to the Chair of the Finance Committee.
- 2 Claims will be passed to the Finance Committee for approval. No claim will be approved unless submitted on the appropriate form. The Chair or Vice-chair of Finance Committee will sign the expense forms once these have been approved by the Finance Committee.
- 3 To reduce administrative costs, claims should be submitted each term, unless this is likely to cause hardship to individuals; governors will need to keep in mind the dates of Finance Committee meetings when submitting a claim.