



Governor Allowance policy

APPROVED BY:	Board of Governors
APPROVED BY SIGNATURE (Chair):	Mark Tabbernor
DATE APPROVED:	September 25th 2024
REVIEW CYCLE:	Annually
DATE OF NEXT REVIEW:	September 2025

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards 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.

Rigby Hall school Governing Board 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. The specific items allowable reflect this objective.

All governors of Rigby Hall school will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Rigby Hall school and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Board:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - The cost of travel relating only to travel to meetings/training courses at a rate of (see appendix 1)
 - Telephone charges, photocopying, stationery, postage, any other justifiable allowances
 - Any other justifiable allowances.

The Governing Board at Rigby Hall school acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors, confirming agreement has been agreed and by whom), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors for final approval.

Claims will be subject to independent checks and may be investigated by the local authority or its agents, if they appear excessive or inconsistent. This policy will be reviewed by the Governors on an annual basis

Appendix 1: 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 in the year	Each mile after the first 10,000 in the year
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Passenger payments - Cars and vans

5p per passenger per mile for carrying fellow governors in a car or van on a journey where they are also attending the event.

Governor Expenses Claim Form

Rigby Hall school

Name;

Address:

Post Code:

Claim date:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim. Original agreement agreed by.....
(Position)

	AMOUNT
Child care/babysitting expenses	
Care arrangements for elderly/dependent relatives	
Support for governors with special needs	
Support for governors whose first language is not English	
Telephone charges	
Photocopying /stationery	
Travel and subsistence	
Other (please specify)	
Total Expenses Claimed	

Signed

Date

Approved by:

Chair of Governors/Headteacher: