

Woodlea Primary School

Governor Allowances Policy



Date written	September 2024
Written by	Abigail Oliver Headteacher
Date ratified by governors	September 2024
Review date	September 2025

1. Aims

The IEB has agreed 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.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 73) 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 IEB 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 may claim allowances by completing a claim form (see appendix 1) and submitting it to Sarah Stanbridge, Admin' Officer at school.

Allowances will only be paid on the provision of a receipt (where applicable) and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- 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 of the IEB/Headteacher **before** they are incurred.

The chair of governors may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a member 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 IEB. Any amendments will be presented to all IEB members. board.

Appendix 1: member claim form

IEB member claim form

Name:

Address:

Claim period:

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

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Sarah Stanbridge along with any relevant receipts.

The form should be submitted within 31 days of the expenses being incurred.

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