



Springcroft Primary School

Governors' Allowances Policy (Schemes for paying)

Date Adopted: September 2024
Author/owner: Springcroft Primary School
Anticipated Review: Autumn Term 2025

Approved	Signature	Date

Our Mission Statement:

The place to learn, the place to succeed, the place to make friends, the place to grow.

CONTENTS

Introduction	3
Paying Allowances	3
Child care of babysitting	3
Care arrangements for an elderly or dependent relative	3
Telephone charges, photocopying, stationery, etc	3
Travel and subsistence	3
Making a claim	4
Appendix 1 – Governor claim form	5

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

Paying Allowances

Examples of when a claim may be made for incurred expenses are given below, but it is for each governing body to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed. Governing bodies may, for example, wish to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for their child(ren).

Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Travel and subsistence

Mileage may be claimed for distances exceeding 10 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the lower HRMC rate of 25p per mile there after (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be

reimbursed upon the production of a receipt up to a maximum amount of £50. Claims above this amount may be made in exceptional circumstances and must be approved by the governing board only. Under no circumstances will claims for alcoholic beverages be paid.

Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by Chair of governors and submitted to the school Office Manager for payment.

The policy and amounts payable will be reviewed on an annual basis.

This policy applies equally to all categories of governor, including associate members.

Springcroft Primary School

Headteacher, Mr S Drew BMus (Hons) M.A. NPQH

Grindley Lane, Blythe Bridge, Stoke-on-Trent Staffordshire ST11 9JS

Email: office@springcroft.staffs.sch.uk

Tel: 01782 394793



Governing body: Springcroft Primary School

Governors' name:

Address:

I claim the total sum of £ _____ in respect of expenses incurred whilst carrying out my duties as a governor / associate member of the above governing body.

I have attached the relevant receipts in support of my claim.

Signed:

Date:

	£
Child care / babysitting	
Care for dependant relative(s)	
Special needs support (eg hearing or visual impairment)	
Support for governor with English as a second language	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total claimed	

This form should be submitted to: Mrs Nicola Birch, Office Support Manager