



# Governors' Allowances Policy

Person responsible for Policy: **Governing Body**

Committee responsible for Policy: **N/A**

Date to Governors: **September 2017**

Date Agreed: **October 2017**

Review Due: **September 2019 and bi-annually thereafter**

Is this Policy to appear on school website: **Yes**

Is this Policy to be displayed in Reception: **No**

Head Teacher's Signature:	<i>A Gregory</i>  Date: <b>13.10.17</b>
Signature of Chair of the Governors:	<i>K Mistry</i>  Date: <b>13.10.17</b>

This policy statement has been developed in accordance with the DFE document "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing bodies 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.

## Schools with delegated budgets

28.— (1) The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

### The Governing body at The City of Leicester College acknowledges that:

- Governors may claim reasonable allowances to cover expenditure necessary to enable them to perform their duties.
- Governors will not be reimbursed for **any** loss of earnings or attendance at Governor meetings, subcommittee meetings or visits.
- Governors will not be reimbursed for **any** childcare, care for dependants or elderly relatives or as a result of a special need or English as an additional language.

## Claims

Members of the Governing Body may claim allowances by completing a claim form (see appendix 1) and submitting it to the Colleges Business Leader Jennie Sterland).

Allowances will only be paid on the provision of a receipt, and will be limited to the maximum amount £50 or as shown on the receipt.

Members of the governing board may claim for:

- ONLY Agreed - Travel (Exceptional cases only)
- ONLY Agreed - Photocopying, postage, stationery, etc.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair, Vice-Chair Governing Body or Head Teacher **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) or Business Manager 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).

# APPENDIX 1

## The City of Leicester College CHEQUE REQUEST FORM

FORM TO BE COMPLETED IN BLACK INK /RECEIPTS MUST BE ATTACHED

Name:

Cost Centre Number:

Private or Official Funds:

Amount:

Payee:

Address (if applicable):

Reason for Cheque:

Date:

Signature of person making the request:

Signature of Cost Centre Holder:

(Head teachers signature if claim is by Cost Centre Holder):

## 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