BILLINGHAY
C OF E PRIMARY SCHOOL

BELIEVE TO ACHIEVE, EMPOWERING A COMMUNITY OF HOPE AND ASPIRATION

Governors' Allowance Policy, Guidance and Procedure

Approved by

Full Governor Body

Last Reviewed	Next Review due
September 2025	**September 2027**

1. Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2013 (see Appendix I). These regulations give Governing Bodies the discretion to pay allowances e.g. expenses from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

The School recognises that, while governors are volunteers, they do incur costs in the course of carrying out their duties. These costs are of a variable nature and to a certain extent are dependent on the personal circumstances of each governor. While it has been the culture for many years that governors of the school do not claim allowances for expenses incurred, this position has mainly arisen because most governor expenses are treated as immaterial, incidental and, alongside the time they give freely, part of their 'donation' to the school.

However, this results in a risk that governors will incur expenses that are justifiably claimable, and should be claimed, but are not claimed for one reason or another. A policy which makes it clear such expenses may be claimed is therefore appropriate.

Reviewing and recommending the policy and accompanying procedure to the Governing Body for approval is the responsibility of the Finance and Staffing Committee.

2. Policy

Allowances may only be paid if the costs are wholly and necessarily incurred in carrying out their duties as a governor or representative of the school.

Governors at the school:

- Are entitled to claim 'justifiable' expenses, as described below;
- Are not obliged to claim expenses of any kind if they do not wish to do so;
- May not ordinarily claim incidental expenses of a relatively low value and other allowances or expenses as described below;
- May only claim expenses by using the appropriate procedure, as attached; and
- May only be paid expenses that have been approved by the appropriate governor, as described in the attached procedure.

The Governing Body will only set aside a budget for governor allowances when it is reasonably foreseeable that claims will be made.

This policy shall apply with effect from 1st October 2025.

Guidance on the allowances policy

It is not possible to completely define what is or what is not a ‘justifiable expense’, as each case may need to be considered on its merits. The following sections offer guidance on what is and what is not allowable.

Incidental expenses that will not normally be considered claimable

The governing body has determined that incidental expenses will not ordinarily be claimable. This includes all of the following:

• Any costs incurred in attending governing body related meetings at the school (including governing body, committee and working group meetings);

• Any costs incurred in visiting school for any other governor-related purpose (for example, link governor visits or attending school functions);

• Costs of postage, stationery and associated materials such as printer ink and memory sticks;

• Costs of governor-related telephone calls;

• Utility costs, including broadband or dial-up access to the internet;

• Costs of equipment, e.g. computer, mobile phone;

• Travel expenses to attend local training and information events.

Rarely will such incidental expenses become significant. Where this is the case and a governor considers they have reached ‘justifiable’ proportions, a case may be made for reimbursement on an exceptional basis as described in the policy statement above.

There are some allowances and expenses that are not claimable in law. These include:

• Attendance allowance i.e. payments for attending meetings;

• Loss of earnings resulting from governing body activity.

The governing body has not identified any other form of expense as inherently unjustifiable, but reserves the right to do so in the future. In unusual or exceptional circumstances, governors are advised to discuss the situation with the Chair of Governors in advance of incurring the expense where possible.

Justifiable expenses

Subject to the non-payment of incidental and certain other expenses, governors are entitled to claim whatever expenses they consider to be justifiable in the context of their own circumstances and the expenses incurred. The Governing Body accepts that individual governors are likely to have different views as to what constitutes a reasonably justifiable expense and that, providing the justification is sound, all such claims will be formally considered on their merits.

Where a governor can reasonably anticipate incurring a justifiable expense in advance, they should normally raise the issue with the authorising governor in advance to confirm their understanding of the justifiable nature of the expense. A failure to seek advance confirmation does not prevent an expense from being paid, but it may increase the risk of difficulties arising after the event.

Allowances that will normally be considered justifiably claimable:

Claims for allowances should normally be agreed in advance with the Chair or other relevant authorising governor (see authorisation procedure below):

- The extra costs incurred by a governor in performing their duties because they have special needs, such that they cannot carry out their duties as a governor without financial assistance;

- The cost of travel and subsistence for attending national meetings or training events, at the same rates as are applicable for school personnel, except where these costs can be claimed from the Local Authority or any other source.

Receipts

Receipts should normally be provided to support a claim made. A failure to provide receipts where these are reasonably available may result in a claim not being authorised for payment. Receipts are not necessary for car mileage claims, although alternative evidence of the journey taken may be requested to support the claim made.

Claim and authorisation procedure – see also attached flow chart

No governor may authorise their own expense claim. The Governing Body delegates the authorisation of expenses first to the Chair of the full Governing Body and, if they are unavailable or it is their own claim, the Vice-Chair of the full Governing Body (or in their absence, the Chair of the Finance and Staffing Committee).

Authorisation to incur the expenditure to be claimed should normally be sought and obtained in advance of the expenditure being incurred.

Governors wishing to make claims should complete a claim form attaching receipts where possible, and send it to the Chair (or other authorising governor) within one month of the date when the expenses were incurred. The Chair will examine the claim for completeness, accuracy and to confirm it is consistent with the approved policy and guidance.

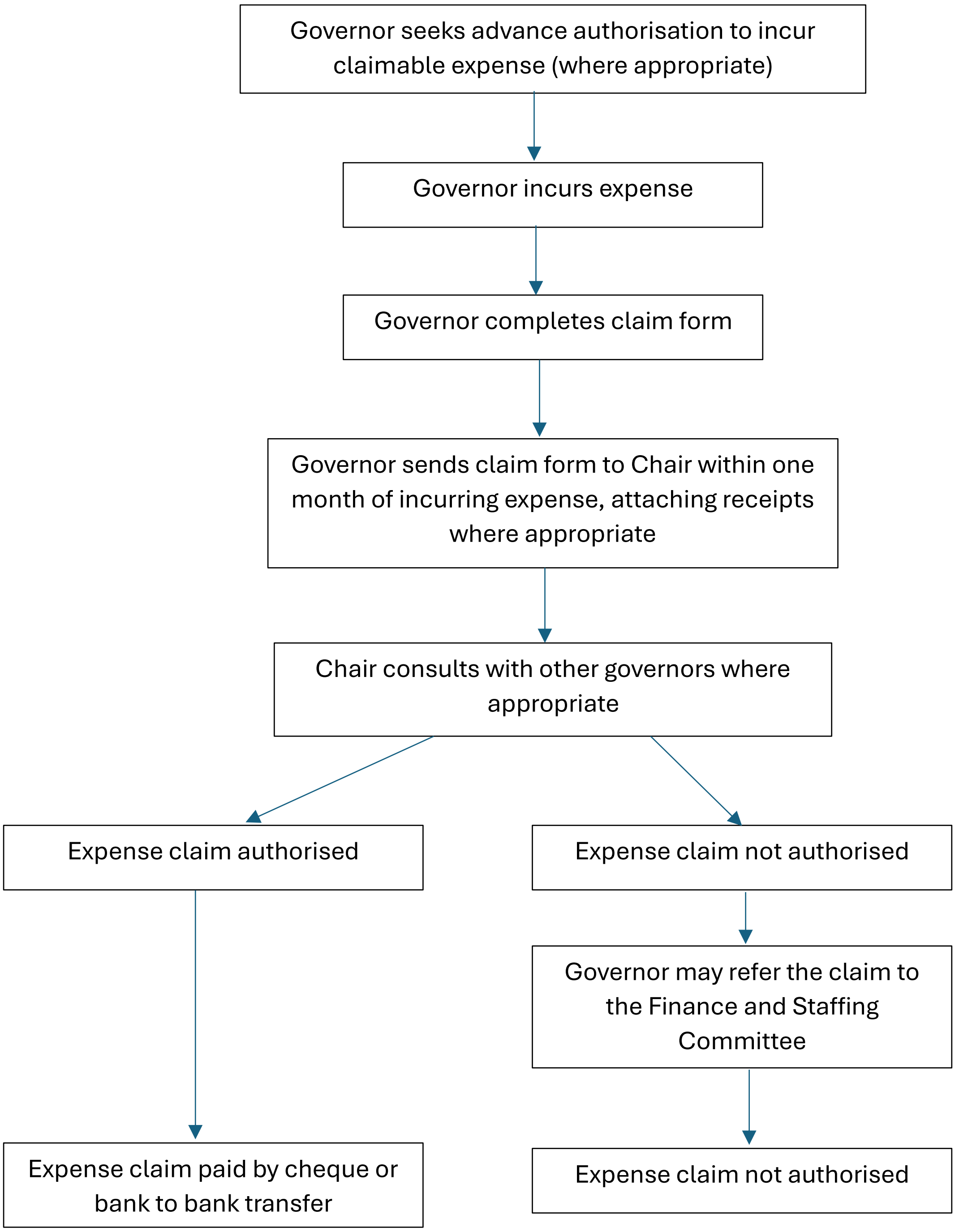
The Chair will normally consult with other relevant governors for “non-standard” claims, for example where the claim is submitted more than two weeks after the expense was incurred, or where the situation is unusual, complex and/or when the amount involved is more than £50. Claims will not be rejected without seeking the views of at least two other members of the Finance and Staffing Committee.

Where a claim is not authorised for payment, the governor may refer the claim to the Finance and Staffing Committee, whose decision on the eligibility of the expense for reimbursement shall be final.

Governors may claim the payment of expenses on a confidential basis if they wish to do so and should approach the Chair to make the necessary arrangements.

Claims may be subject to review by the Finance and Staffing Committee or independent audit. The outcomes of any such review or audit will be reported to the Review Committee for information.

Governors Allowances Policy process flow



Billinghay C of E Primary School

Governor Allowances Claim Form

In completing this form, governors may wish to refer to the governor allowances policy and guidance document.

Governor name:

Address:

Date claim made:

Nature of expense:

Date(s) expenses incurred:

I claim the total sum of £........... for governor expenses as described above. I have attached relevant receipts to support my claim.

Signed:

This form should be submitted for authorisation to:

Chair of the Governing Body (or other appropriate authorising governor)

I authorise payment of £.......... for governor expenses as detailed above.

Signed: Date:

Position