



**Simon Langton  
Grammar School for Boys**

**Governor Allowances Policy**

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<b>Approver</b>	<i>Chair of Resources Committee</i>
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<b>Governing Committee</b>	<i>Resources Committee</i>
<b>References</b>	<i>Finance Policy</i>
<b>Model policy used</b>	<i>TEP</i>

## GOVERNOR ALLOWANCES POLICY

The Governing Board in having a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme. Where a Board does not have a delegated budget, allowances and expenses may be paid by the Local Authority (LA) at a rate determined by them.

**This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.** These regulations 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.

Simon Langton Grammar School for Boys School Governing Board decided at a Resources Committee meeting on 3<sup>rd</sup> March 2022 that it would pay out of pocket expenses to members of the Governing Board in the following circumstances.

For the 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 will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Simon Langton Grammar School for Boys, and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred.
- Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or baby-sitting 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
  - Travel and subsistence costs, payable at a rate in line with school staff allowances, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source
  - Any other justifiable allowances.

The Governing Body at Simon Langton Grammar School for Boys 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 School Office), attaching receipts where possible, 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 or Chair of Finance and Personnel to be presented to the Finance and Personnel Committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance and Personnel in respect of the Chair of Governors) if they appear excessive or inconsistent.

THIS IS TO BE REVIEWED ON JANUARY 2023 (annually recommended)

**Monitoring arrangements**

The Resources Committee will review the policy annually.

This policy was approved by the Governing Board on 24 March 2022.

Signed by Chair of the Board .....

## **Appendix 1**

### **DfES Regulations: Paying Allowances to School Governors**

#### **Key Messages**

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Any allowances for travel and subsistence cannot exceed the rates specified by HMRC. <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances>. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.