
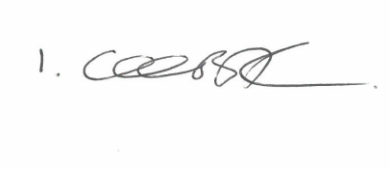




Governors' Allowances and Expenses Policy

Responsible person	
Date adopted	September 2021
Review cycle	Annual
Last review date	February 2024
Next review date	February 2025
Signed by Governors	
Signed by Headteacher	

Summary of Amendments

Version number	Amendment description	Amended by	Date

1. Aims

The governing board will 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.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

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 [Governance Handbook](#) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

3. Overview

Members of the governing board 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 of the governing board may claim allowances by completing a claim form (see Appendix 1) and submitting it to Imran Iqbal, Headteacher of Holly Lodge High School College of Science. A printable version of the claim form is available on the Holly Lodge High School staff portal.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare and/or care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges
- Photocopying
- Postage
- Stationery
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Finance Committee **before** they are incurred.

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

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		25p
TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Motorcycles	24p	24p
Bikes	20p	20p

4. Monitoring arrangements

This policy will be reviewed annually by the Finance Committee. Any amendments will be presented at a meeting of the full governing board.

5. Appendix 1: Governor Claim Form



Governor Claim Form

Full name:	
Home address:	
Postcode	

Claim start date	Claim end date
Expense Type	Total (£)
Childcare	
Care arrangements for dependent relatives	
Support for special need or English as a second language	
Travel of subsistence	
Telephone charges	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Declaration	
I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.	
Signed:	Date:

This form should be submitted to finance@holly-lodge.org marked private & confidential for the attention of the Headteacher, along with any relevant receipts.

The form should be submitted within one week of the expenses being incurred.