



Aspire Federation Governing Board

Governor Allowance Policy

2024 - 2025

Guiding Principles

Governing Boards can choose whether or not to pay allowances to Governors; should the Board agree to do so, out of pocket expenses can be reimbursed; payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a Governing Board decides to make such payments, a suitable budget should be set aside.

Eligible expenses for approval may include:

- childcare or babysitting expenses
 - care arrangements for an elderly or dependent relative
 - support for Governors with special needs (e.g. audio equipment)
 - support for Governors whose first language is not English (e.g. translations)
 - telephone charges, photocopying, stationery etc.
 - travel and subsistence
 - other justifiable allowances
1. The Governing Board should decide as a matter of policy, if they wish to pay allowances. This decision should be made at a Full Governing Board meeting and should be minuted.
 2. Where the Governing Board decides to pay expenses, they must define what will qualify for payment, this should be included in the policy. The policy must treat all categories of Governor equally and should also cover associate members. 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>. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.
 3. Governing Boards may want to consider whether to set an annual budget limit for the allowances fund.
 4. Payment: Any claim for expenses must be processed correctly and records kept. Details about how claims would be dealt with should follow the Federation's internal procedures. Governors' allowances should be subject to audit.
 5. Review: The policy should be reviewed to reflect succession planning, in light of any changes in legislation. All new Governors and associate members should be given a copy of the policy.

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.

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 Federation's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties

Aspire Federation Governing Board agrees in principle to pay Governors' allowances

The Board wishes to ensure equality of opportunity to serve as Governors for all members of the community and agree this is an appropriate use of school funds.

This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

All Governors are entitled to claim the actual costs on a case-by-case basis, with prior approval of the Governing Board.

Examples may include

- To attend training or Governor Briefing
- To attend conferences
- Other justifiable allowances not mentioned above – as agreed by the Chair of the Board

Payments of expenses where these have been or are already met by the LA or any other body (e.g. Diocese) are excluded from this policy.

Expense Allowances

Allowances and expenses incurred for which a claim may be made are defined in the following subsections:

1. **Childcare or babysitting allowances** (excluding payments to a current/former spouse or partner). Where a Governor does not have a spouse, partner or other responsible adult to care for a child(ren) during a period of absence, in which the Governor attends meetings of the Governing Board or in otherwise representing the school or Governing Board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of attendance at an after-school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted.
2. **Cost of care arrangements for an elderly or dependent relative** (excluding payments to a current/former spouse or partner/relative). Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would have provided during the period of their absence. Appropriate proof of payment will need to be submitted.
3. **Governors with a special need**. Where the Federation or Governing Board does not provide facilities or equipment to enable a Governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing care support. Appropriate proof of payment will need to be submitted.
4. **Governors whose first language is not English**. The translation of documents or provision of an interpreter may be met similar to a governor with special needs. Appropriate proof of payment will need to be submitted.
1. **Photocopying costs, printer ink, postage and stationery**.
Governors must keep a written record or obtain a receipt, relating to expenditure incurred. Claims will be limited to reimbursing the actual costs involved.
2. **Travel and subsistence**. Mileage, by the least expensive means, may be claimed for mileage in excess of 10 miles and does not exceed 50 miles between the Governors' home and the venue which Governors are required to attend on Federation related work of the Governing Board (e.g. meetings, training courses, conferences). Where necessary, the cost of parking to enable attendance of Governor business away from a Federation site will be reimbursed at the actual charge paid, with a valid receipt. Any public transport fare will be reimbursed at the cost of a standard ticket. Where governors share transport, only the driver may claim mileage expenses. The Executive Headteacher, Heads of Schools and any Governor who is employed at the school will not be eligible to claim expenses
3. Subsistence costs associated with attending national meetings or training events will only be payable on prior agreement, unless these costs can be claimed from the LA or any other source.

Claiming Expenses

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, (Federation Claims form from School Office) attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred. They will be submitted for approval by the Chair or Vice Chair of the Board.

Reimbursement will be made within a reasonable time frame.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the Chair of the Board.

Monitoring Arrangements

The Finance Monitoring Pair will monitor the spending as part of their monitoring duties and report back to the Board.

This policy will be reviewed annually in the September Full Governing Board Meeting.

This policy was approved by the Governing Board on date 26th September 2024.

Signed by Chair of the Board