



GRANGE INFANT SCHOOL **GOVERNOR ALLOWANCES POLICY**

Introduction

This policy has been developed in accordance with the advice from the Department for Education (DfE) in relation to the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6. These regulations give Governing Boards (GB) the discretion to pay allowances from the school's annual budget allocation to governors or any associate member for certain allowances which they incur in carrying out their duties. Grange Infant School GB believes that paying governor allowances, in 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.

This is advice from the Department for Education. This advice is non-statutory, and has been produced to help recipients understand their obligations and duties in relation to the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 ("the regulations") as amended by the School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013.

Claiming

All governors of Grange Infant School will be entitled to claim the actual costs, which they incur as follows:

- Governors will be able to claim allowances of expenses necessarily incurred for the purpose of enabling a governor or associate member to perform any duty, being either payments made under regulation 30, or payments at rate determined by the GB and made on provision of a receipt for the relevant amount.
- Payments for travel expenses incurred through the use of private cars, pedal cycles, and motorcycles must be at a rate not exceeding His Majesty's Revenue and Customs' approved mileage rate as published from time to time.

Governors will be able to claim for the following, on a case-by-case basis:

- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses not held at the school;
- Travel and subsistence costs, payable at the current rates approved by the school, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source;
- Telephone charges, photocopying, printer cartridges, stationery, postage etc;
- Any other justifiable allowances.

Exclusions

The GB at Grange Infant School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Approval

Governors wishing to make claims under these arrangements, should complete a claims form (obtainable from the School Business Manager), attaching receipts where possible, and returning it to the school at the next available meeting, when they will be submitted for approval by the Chair of Governors. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Date reviewed: 21st March 2023

Date for next review: March 2024

Signed Headteacher



Signed Chair of Governors

