Richmond Hill School

GOVERNOR ALLOWANCES POLICY

Approved by[1]	
Name:	Rachel Blair/Fiona Pearson
Position:	Headteacher/COG
Signed:	
Date:	9.10.26
Review date[2]**:**	9.10.27

[1] The Governing Body are free to delegate approval of this document to a Committee of the Governing Body, an individual Governor or the Head Teacher.
[2] Governors free to determine review period.

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original.	April 2013
2	Changes to reflect the School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013.	October 2015
3	Minor updates to **remove** references to the Education (Governors' Allowances) (England) Regulations 2003 which have been revoked.	September 2018
4	Minor update to change the HRMC mileage allowance from 45p to 55p and removal of one reference.	October 2026

RICHMOND HILL SCHOOL

POLICY FOR PAYING GOVERNORS' ALLOWANCES

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013. These regulations give Governing Bodies 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.

School governors provide a voluntary service, and cannot be paid for their role as a governor. However, they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The School believes that paying governors' 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.

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body:
2. Governors may not claim for actual or potential loss of earnings or income.
3. Governors may not be paid attendance allowance.
4. All governors and associate members are eligible to claim allowances in accordance with this scheme.

ELIGIBLE EXPENSES

Categories of eligible expenditure are as follows:	
Care Arrangements	• Child care or baby-sitting expenses, where these are not provided by a relative or partner. • Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.
Telephone Calls & Postage	
Travel	
Subsistence	
Other	The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

ALLOWANCE RATES

Rates at which allowances are payable are as follows:	
Care Arrangements	Actual costs incurred, up to a maximum of £15 per hour
Telephone Calls & Postage	Also include photocopying costs and stationery - actual costs incurred.
Travel	• The cost of travel relating only to travel to meetings/ training courses. • In accordance with HRMC Authorised Mileage Rate, which is 55p per mile for the first 10,000 miles and 25p above 10,000 for cars and vans, 24p per mile for motorcycles and 20p for bicycles.

Subsistence	For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £20
Other	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

CRITERIA FOR CLAIMS

- All claims must be submitted to the head teacher on the attached claims form (Appendix A) within one calendar month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

FINANCIAL SYSTEMS

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

[*] *The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.*

FURTHER GUIDANCE

Further guidance can be found at:

- The School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013 http://www.legislation.gov.uk/uksi/2013/2688/contents/made
- The DfE 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 – Departmental Advice for School Leaders and Governing Bodies of Maintained Schools and Management Committees of PRUs in England', January 2014 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf

APPENDIX A

Richmond Hill School

CLAIMS FORM (GOVERNORS ALLOWANCE / EXPENSES)

Name:			
Full Address:			
Claim Period:			
I claim the total sum of **£……** for governor expenses as detailed below. I have attached relevant receipts to support my claim.			
Signed:		**Date:**	**/ /**

Expenses for:	**Amount Claimed £**
Child Care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other *(please specify)*	
TOTAL EXPENDES CLAIMED:	

This form should be submitted to Mrs Alison Cattanach within one calendar month of the date the expenses were incurred.