



## MAIDENHILL SCHOOL

### GOVERNORS' ALLOWANCES

**MANAGEMENT RESPONSIBILITY:** Clerk to Governors

**RATIFIED:** July 2024

**AUTHORISED SIGNATORY:** \_\_\_\_\_  
Eric Dawson, Chair of Governors

**REVIEW DUE:** July 2025

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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. Maidenhill School Governing Body 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.

All governors of Maidenhill School are entitled to claim the actual costs, which they incur, as follows:

- a) Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of Maidenhill School and are agreed by the Business Management Committee that they are justified before any reimbursable costs are incurred.
  
- b) Governors will be able to claim for the following:
  - 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.
  - The cost of travel by car relating only to travel to meetings/training courses at a rate of 40 pence per mile.
  - An allowance of 20 pence per mile for travel to meetings/training courses by bicycle on condition the bicycle is roadworthy, the rider wears protective headgear, appropriate high visibility clothing and has third party insurance.
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport, and the Regions, associated

with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.

- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances

The Governing Body at Maidenhill School 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 Clerk to the Governors), attaching receipts where appropriate, and return it to the School Business Manager at least quarterly. Claims will be submitted for approval by the Chair (or Vice-Chair in the case of the Chair) for final approval.

Claims will be subject to independent audit and may be investigated by the Governing Body if they appear excessive or inconsistent.

This policy will be reviewed by the Governing Body on an annual basis.