



Governors' Allowances Policy

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Version Control

The table below shows the history of the document and the changes that were made at each version:

Date agreed	Summary of changes
24 th March 2023	Entirely new format and contents agreed.
27 th January 2021	N/A

1. Policy Aims

The Governing Board of **Hampstead School** has decided to 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. This is a commitment to valuing diversity and promoting equality, in line with the spirit of the school's Equalities Policy. It supports the school's ethos and values, enabling wider diversity on the Governing Board and aiming to ensure it is reflective of the school's community and context.

2. Legislation & 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 legislation on governors' allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3. Overview

Members of the Governing Board are volunteers and their service is highly valued, so the school wishes to remove barriers to involvement. Therefore the 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 the Chair and accounts@hampsteadschool.org.uk. The Chair must submit any claim allowances to the Chair of the Finance & Site Committee.

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
- care for elderly or dependent relatives
- extra costs incurred because they have a special need or English as another language
- travel and subsistence costs
- telephone charges, photocopying, postage, stationery, etc.
- other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Governing Board 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 (see Appendix 2).

Policy Consultation & Review

This policy is available on our school website and available on request from the Administration Office.

This policy was last reviewed and agreed by the Full Governing Board on Friday 24th March 2023. This policy will be reviewed on an annual basis. It is due to be reviewed again in the academic year 2023-24.

Appendix 1 - Governor Claim Form

FOR GOVERNORS TO CLAIM ALLOWANCES TO COVER EXPENDITURE NECESSARY TO ENABLE THEM TO PERFORM THEIR DUTIES.

- Please complete sections 1, 2 and 3, attaching supporting receipt/invoice
- Submit to the Chair and email to accounts@hampsteadschool.org.uk

1. EXPENDITURE DETAILS

DATE	EXPENDITURE DETAILS/PURPOSE	NET	VAT*	GROSS
TOTALS				

Amount to be reimbursed in words:

2. BANK DETAILS

Account Name (eg. B Brown):								
Account No:								
Sort Code:			-			-		

3. DECLARATION: I confirm that the details given above are correct

CLAIMANT'S SIGNATURE:			
CLAIMANT'S NAME (PLEASE PRINT):		DATE:	

4. HEAD'S AUTHORISATION

BUDGET TO BE CHARGED:			
SIGNATURE:			
NAME (PRINT):	MATTHEW SADLER	DATE:	

Appendix 2 - Approved Mileage Rates

The table below shows HMRC's current approved annual mileage rates, which are published on the HMRC website: <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	
Bikes	20p	