

# Governors Allowances Policy (Future)



Leytonstone School

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Signed by Chair of Governors: Kate Lord

Date Ratified by Governors: 28/3/15

Date to be Reviewed by Governors: 28/3/17

## This is from the future Borough financial regulations

### 1. Payment of Allowances to School Governors

**Explanatory Note;** *School governors provide a voluntary service, and cannot be paid for their role as a governor. But 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. (School Governance Regulations 2003)*

- 1.1. The Governing Body should first decide whether, as a matter of policy, they wish to pay allowances. This decision should be made at a Governing Body meeting and minuted. If agreed a suitable budget should be set aside.
- 1.2. Attendance allowance and payments for loss of earnings may not be paid.
- 1.3. No claim shall be paid that exceeds the rates for travel and subsistence laid down by HM Revenue and Customs, which are changed annually and published on the HMRC's website (<https://www.gov.uk/expenses-and-benefits-travel>). Governing Bodies may pay less than the published rates of the HM Revenue and Customs. All claims will relate to actual costs incurred and will usually be substantiated by the provision of receipts.
- 1.4. Claims other than for travel and subsistence will be reasonable, justifiable and supported where possible by written documentation. See DfE guidance <https://www.gov.uk/government/publications/governors-handbook--3> and **Appendix U** Paying Allowances to School Governors)
- 1.5. Any expense claims by Governors must be approved by the Governing Body and minuted.
- 1.6. This policy should be reviewed annually and in the light of any changes in legislation.