# Z:\Admin\Blank Forms\Logo - new.jpgHighfield Hall Primary

**Governors’ Allowance Policy**

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances (England) Regulations 2013 which applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

Highfield Hall Primary School Governing Body believes that paying Governor allowances, in specific categories as set out below, is important to ensure equality of opportunity for all members of the community who may wish to serve as Governors and as such it is an appropriate use of school funds.

The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings. Any claim for expenses has to be met from the school’s delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Highfield Hall Primary School, and are agreed by the Finance and General Purposes Committee that they are justified before any reimbursable costs are incurred.

This policy applies equally to all categories of Governor.

Governors of Highfield Hall Primary School are entitled to claim some of the actual costs, which they incur as follows:

* Registered childcare or babysitting allowances (this would not include situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home and is able to care for his/her child(ren)).
* Registered cost of care arrangements for an elderly or dependent relative
* Travel costs relating to training courses at a rate of 24 pence per mile which does not exceed the specified rates for school personnel. (Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required. Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.
* Telephone charges, photocopying, stationery, etc (where a Governor is unable to use the school’s facilities for any of the above a claim for reimbursement may be made).
* Any extra costs incurred by governors in carrying out their duties because they have special needs will be covered.

This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

Governors wishing to make claims under these arrangements, **once prior approval has been sought**, should complete a claims form (obtainable from the School Office), attaching receipts or a detailed written record, as appropriate, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of the Finance and General Purposes Committee.

 Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of

 Finance and General Purposes Committee in respect of the Chair of Governors) if they appear excessive or

 inconsistent.

**HHPS Spring 2023**

**To be reviewed Spring 2026**

Claims Form

|  |  |
| --- | --- |
| **Name:** | **Name of School: Highfield Hall Primary School**  |
| **Address** | **Date:** |
| **Post Code** | **Claim Period:** |

I claim the total sum of £………… for Governor expenses as detailed below. I have attached relevant receipts

to support my claim.

Signed: ………………………………………

|  |  |  |
| --- | --- | --- |
|  | £ | p |
| Child care/Babysitting expenses  |   |  |
| Care arrangements for an elderly or dependent relative |  |  |
| Travel to training courses |  |  |
| Other (please specify) |  |  |
| TOTAL EXPENSES CLAIMED |  |  |

This form should be submitted to:

Mike Bywaters

Highfield Hall Primary School

Highfield Lane,

Chesterfield,

Derbyshire, S41 8AZ