



St Mary Magdalene C of E School  
with  
Christ Church C of E Primary School

# GOVERNOR ALLOWANCE POLICY

This policy was:	Written in	September 2013
	Updated in	November 2018
	Review date	November 2019

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. 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. Koinonia Federation 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.

From 1 September 2015, Koinonia Federation will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the Koinonia Federation.
2. A statement of claimed allowances will be approved by the Business Committee on a termly basis.
3. Governors will be able to claim for the following, on a case by case basis:
  - Childcare or baby sitting allowances;
  - Cost of care arrangements for an elderly or dependent relative;
  - 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 relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel, mileage must be documented;
  - 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 LEA or any other source;
  - Telephone charges, photocopying, stationery, postage for specific and pre agreed projects and programmes etc;
  - Any other justifiable allowances provided they are first approved by the Finance committee.

The Governing Body of the Koinonia Federation 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, should complete a claims form (obtainable from the School Office), attaching receipts and or mileage logs where possible, and return it to the School within two weeks of the date when the allowances were incurred.

Claims will be subject to independent audit and may be investigated by the Co- Chairs of Governors (or Chair of Business in respect of one of the Co-Chairs of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

November 2019

**KOINONIA FEDERATION  
GOVERNORS ALLOWANCE CLAIM FORM**

Name:	Meeting attended:
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	p
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 events			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>Total</b>			

This form should be submitted to the office.

KOINONIA FEDERATION

GOVERNORS ALLOWANCE MILEAGE LOG

Full name \_\_\_\_\_

Date of trip \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Mileage at start	Mileage at desination	Total miles	Total cost at 45p
A	B	$C = B - A$	$C \times 45p$
Total			

## Appendix 3

### Department for Education Regulations: Paying Allowances to School Governors (September 2003)

#### Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.
- In schools without delegated budgets, the LEA may pay governor allowances.

The Education (Governors' Allowances) Regulations 2003 are available from The Stationery Office (ISBN 0-11-045135-X) or on the Stationery Office's website at: <http://www.legislation.hmsso.gov.uk/si/si2003/20030523.htm>

A Guide to the Law for School Governors

[www.education.gov.uk/schools/leadership/governance/guidetothelaw](http://www.education.gov.uk/schools/leadership/governance/guidetothelaw)