



# THE MINSTER SCHOOL

## Governors Allowances

**School Lead:** School Business Manager

**Governor Lead:** Chair of FGP&P Committee

**Last reviewed** *March 2015*

**Approval Date** *February 2018*

**Date of next review** *March 2021*

Signature of Chair of Governors:

Date: 27/02/2018

## Governors Allowances

This policy has been written with due regard to the school internal equality assessment.

Governors play an important part in the leadership and management of schools. They give significant amounts of time to their work and may, on occasions, be out of pocket, even if their employer is one that gives time off with pay for Governor duties.

The Education (Governor's Allowances) Regulations, 2003, allow for 'payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty'. There is no legal obligation to pay such expenses; it is left to the discretion of each governing body.

At The Minster School, we will pay allowances from Governors' funds, for reasonable expenses incurred in pursuit of agreed governor activity.

### Allowable Expenses Include:

- Care arrangements for a dependent relative (including babysitting or care of an elderly dependent).
- Telephone charges, photocopying and stationery.
- Travel and subsistence – travel expenses will be paid at the same rate used by the school at the time of the claim which does not exceed the maximum level of the HM Revenue and Customs recommended mileage rate.
- Additional expenses incurred by Governors who have a special need.
- Additional expenses incurred by Governors whose first language is not English.

### Claiming Expenses:

- Governors are asked to claim termly, in arrears. Claims must be made prior to the end of the financial year (31<sup>st</sup> March) in which the expense occurs.
- Claims must be made in writing, on the agreed expenses claim form and supported by receipts. Claims should be submitted to the School Business Director.