WORK TOGETHER, AIM HIGH, SHINE BRIGHT

At Bridekirk Dovenby School, we nourish the uniqueness of our community.
Rooted in love, a rich and diverse curriculum enables **all** to flourish and grow.
Confident and secure, our children reach out, ready to embrace the seasons of life in all its fullness.

Psalm 1

"They are like trees, planted by streams of water, which yield their fruit in its season, and their leaves do not wither. In all they do, they prosper."

BRIDEKIRK DOVENBY SCHOOL

GOVERNOR ALLOWANCES POLICY

Signed: *Julia Fish* (Headteacher)

Date: 25th November 2024

Adopted by the Governing Body on: 28th November 2024

Signed: - Chair of Governors: *Rose Rowlands*

Review Date	Changes made	By whom
25th November	**Used the updated Model Policy to ensure content reflected BDS**	**Rose Rowlands**

REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	April 2013
2	Changes to reflect the School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013	October 2015
3	Updated vision on title page. Checks with current government guidance on governor allowances. Gov.co.uk Updated links on page 2 Included the right to audit claims and authorisation as advised.	November 2024

BRIDEKIRK DOVENBY SCHOOL

POLICY FOR PAYING GOVERNORS' ALLOWANCES

This policy statement has been developed in accordance with the Education (Governors' Allowances) (England) Regulations 2003 and The School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013. It also has due regard for the DfE Maintained schools Governance guide 2024. 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 for the benefit of the school.

School governors provide a voluntary service and cannot be paid for their role as a governor. However, they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or childcare costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The School 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.

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body:
2. Governors may not claim for actual or potential loss of earnings or income.
3. Governors may not be paid attendance allowance.
4. All governors and associate members are eligible to claim allowances in accordance with this scheme.

ELIGIBLE EXPENSES

Categories of eligible expenditure are as follows:

• Care Arrangements	- Childcare or baby-sitting expenses, where these cannot be provided by a relative or partner. - Care arrangements for an elderly or dependent relative, where these cannot be provided by a relative or partner.
• Telephone Calls & Postage	
• Travel	
• Subsistence	
• Other	The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

ALLOWANCE RATES

Rates at which allowances are payable are as follows:

• Care Arrangements	Actual costs incurred up to the maximum rate allowed (please refer to Cumbria County Council guidance for current rates and allowances).
• Telephone Calls, postage, photocopying and stationery	Actual costs incurred.
• Travel- relating only to travel to meetings/ training courses.	• For travel by car, van, motorcycle or bicycle, rates will be paid in accordance with Cumbria County Council Authorised Mileage Rate.

	• For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. • For travel by taxi the cost per journey must not exceed the maximum amount allowed (please refer to CCC guidance for current rates and allowances).
• Subsistence	If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.
• Other	Other expenses will be reimbursed in accordance with CCC expenses and allowances rates.

CRITERIA FOR CLAIMS

- All claims must be submitted on the attached claims form (Appendix A) within one calendar month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

FINANCIAL SYSTEMS

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

All claims can be subject to independent audit. If claims appear too frequent or excessive, the headteacher and Chair of governors reserve the right to ask for further details.

FURTHER GUIDANCE

Further guidance can be found at:

- The School Governance (Roles, Procedures and Allowances) (England) (Amendment) Regulations 2013 http://www.legislation.gov.uk/uksi/2013/2688/contents/made
- Dfe Maintained schools Governance guide 2024

  https://www.gov.uk/guidance/governance-in-maintained-schools

APPENDIX A

BRIDEKIRK DOVENBY SCHOOL

CLAIMS FORM (GOVERNORS ALLOWANCE / EXPENSES)

Name:	
Address:	
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:		**Date:**	**/ /**

Expenses for:	**Amount Claimed £**
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	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other *(please specify)*	
TOTAL EXPENSES CLAIMED:	

This form should be submitted to the School business manager within one calendar month of the date the expenses were incurred.