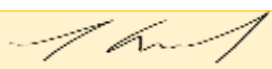





Comper Foundation Stage School
Governors' allowances policy
2023 - 2024

Updated:	February 2023	
Review:	February 2024	
Signed CoG		Date: February 2023
Print CoG	JESPER EKELUND	Date: February 2023
Signed HT		Date: February 2023
Print HT	CATHERINE KING	Date: February 2023



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Contents

1. Aims	3
2. Legislation and guidance	3
3. Overview	3
4. Monitoring arrangements	3
Appendix 1: governor claim form	4
Appendix 2: approved mileage rates	5



1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.7.1, paragraph 73) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Heather Emerson, Comper Foundation Stage School, Hertford Street, Oxford, OX4 3AJ

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Resources Committee **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed annually by the Full Governing Body. Any amendments will be presented at a meeting of the full governing board.



Appendix 1: governor claim form

Comper Foundation Stage School

Governor claim form

Name:

Address:

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:

This form should be submitted to Heather Emerson, Comper Foundation Stage School, Hertford Street, Oxford, Oxon, OX4 3AJ along with any relevant receipts.

The form should be submitted within 28 days of the expenses being incurred.



Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p