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|  | Governors' Allowance Policy | |
| | Last reviewed: July 2022 (JSh/JLa) | Next review: July 2025 |

1 Policy aims

We believe that the Governing Board plays a key role in the success and ongoing improvement of the school. Individual Governors should not be deterred from playing their full part because of incidental costs.

Ashlyns School believes that paying Governors' allowances ensures that no Governor or any person who is co-opted onto a Governing Board committee is out of pocket where the school has derived a benefit from a person making an outlay in order to perform their duties as a Governor. Governors may not claim for actual or potential loss of earnings or income. The school's normal systems for authorising and processing payments will apply to claims made under this scheme. This policy also reaffirms the commitment of the Governing Board to ensuring equality of participation for all Governors and is linked to the school's equality policy and plan.

2 Governor expenses

2.1 Claims may be subject to audit where deemed necessary. Governors are entitled to claim the following expenses, providing the expenses are incurred in carrying out their duties as a Governor of Ashlyns School and are deemed reasonable.

- childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
- cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
- any extra costs incurred in performing duties either because of special needs or because English is not the 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 travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source. Allowance for travel cannot exceed the HMRC authorised mileage rates.
- telephone charges, photocopying, stationery, postage etc
- any other justifiable allowances as agreed beforehand

Allowance Rates

* Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of Governors **before** they are incurred:

| Expenditure | Rates Payable * |
|-------------|-----------------|
|-------------|-----------------|

| | |
|--|---|
| Care Arrangements | Actual costs incurred |
| Support for Special Needs | Extra costs incurred as a result |
| Support if English is not first language | Extra costs incurred as a result |
| Telephone, postage etc | Actual costs incurred |
| Travel - Mileage | In accordance with the HMRC Authorised Mileage Rates https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances Appendix A |
| Travel - Public transport | Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. |
| | |

2.2 Conditions

The Governing Board acknowledges that:

- Governors will not be paid attendance allowance
- Governors will not be reimbursed for loss of earnings
- Governors may not claim expenses for foreign travel
- Governors (and immediate relatives) will not receive payment for goods and services employees of the School can be appointed to the Board of Governors and receive their salary but no additional payment will be made
- Governors must withdraw from a meeting where their contractual arrangements, pay or performance are discussed

2.3 Procedure for claiming expenses

Governors wishing to make claims under these arrangements, should complete a claims form obtainable from the school office (see Appendix 1), attaching receipts, and return it to the school, finance@Ashlyns.herts.sch.uk within one month of the date when the allowances were incurred. The form will be submitted for approval to the Chair of Governors. Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

General expenses cannot be reimbursed without dated receipts (e.g. public transport tickets, phone bills, car parking, taxi or till receipts.)

3 Monitoring and evaluation

The Board of Governors will monitor and evaluate the impact and compliance of this policy every three years with reference to the attendance records of Governors at meetings and the total sums paid out.

This policy is linked to the general role of governors and their link role, and any claims made against this policy should demonstrate that relevance.

Appendix 1

Governors' allowances claim form

| | |
|-----------|-----------------|
| Name: | Name of School: |
| Address: | Date: |
| Postcode: | Claim period: |

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

Signed.....

| Item | £ | p |
|--|----------|----------|
| Care Arrangements | | |
| Support for special needs | | |
| Support if English is not first language | | |
| Telephone, postage etc | | |
| Travel - Mileage | | |
| Travel - Public transport | | |
| Other (please specify) | | |
| TOTAL EXPENSES CLAIMED | | |

Authorised by Chair of Governors..... Date.....

Appendix 2:

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 |