



Bramcote Hills Primary School



Governors' Allowances and Expenses Policy

November 2024

"If the governing body has a delegated budget, they can pay allowances or expenses to governors and associate members appointed by the governing body (see School governance (roles, procedures and allowances) (England) Regulations 2013)" [Maintained schools governance guide - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/maintained-schools-governance-guide)

The governing board of Bramcote Hills Primary School school agreed to pay governors expenses that are:

- in accordance with the policy created by the school and approved by the governing body
- for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings
- paid at a rate set out in the scheme and limited to the amount shown on the provided receipt for travel expenses must not exceed the HMRC approved mileage rates.

Reimbursable costs should be agreed in principle by the F&GP Committee **before** they are incurred.

Governors need to complete a claim form (see appendix 1) and submit it the F&GP committee to approve, once approved and it will then be passed to the School Business Manager to process and pay.

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:**
- Travel and subsistence costs (but not travel to normal school meetings) (Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates)
- Childcare costs
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language.
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances (This does not include an attendance allowance or payment to cover loss of earnings)

Claims will be paid in arrears on a case-by-case basis.

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.

Policy agreed by the Full Governing Board

Date 13/11/2024

Signed

Date policy to be reviewed. Autumn 2027

Appendix 1

Bramcote Hills School Governor allowances and expenses claim form.

Governor Name:

Address:

Contact Number

| EXPENSES | £ | RECEIPT REQUIRED |
|---|---|---------------------|
| Travel and subsistence costs (Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates the HMRC website . (not to include travel to normal school meetings) | | |
| Childcare (where the governor is a single parent)/Care for elderly or dependent relatives | | |
| Extra costs incurred due to a special need or English as a second language. | | |
| Telephone charges, photocopying, postage, stationery, etc | | |
| Other justifiable allowances (This does not include an attendance allowance or payment to cover loss of earnings) | | |
| Total expenses claimed | | |

This form should be submitted within 10 working days of the expenses being incurred.

I confirm that these expenses were approved in principle prior to being incurred and are accurate and true and as a result of carrying out my duties as a school governor for Bramcote Hills Primary School. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

This form should be submitted to the F&GP committee with any relevant receipts.

Approved by

Signed: _____

Date: _____

Processed for payment by the school.

Signed: _____

Date: _____