



The Minster School

Governors Allowances

Approved by: Alan Wright **Date:** 24/03/2021

Chair of Governors

Last Reviewed: Spring 2021

Next review due: Spring 2024

Succeeding Together

"Whatever you do, work at it with all your heart, as though you were working for the Lord" Colossians 3:23

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, 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 (31st August) in which the expense occurs.
- Claims must be made in writing, on the agreed expenses claim form and supported by receipts. Claims should be approved by the Chair of Governors and submitted to the School Business Manager.

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