JESSIE YOUNGHUSBAND SCHOOL

Governors' Allowances Policy

Summer 2026
Review Summer 2029

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GOVERNORS' ALLOWANCES POLICY

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.

Governors cannot claim attendance allowance or for actual or potential loss of earning or income.

All governors are eligible to claim allowances in accordance with the scheme. Whether each governor chooses to make a claim is entirely up to the individual concerned, but they have that right.

Why is it necessary to pay expenses?

Payment of governors' expenses is an essential element of good practice. If the Governing Body cannot refund expenses, or is unwilling to do so, some people who wish to be appointed, elected or co-opted as governors will be prevented from doing so. In turn, the school will be deprived of the opportunity to benefit from the skills and abilities of all sections of the community, not just those who can afford not to claim their expenses. A Governing Body that does not refund expenses cannot claim to be promoting equality of opportunity.

What expenses can be refunded?

- **Travelling –** to compensate governors for expenditure incurred by them in travelling to and from training sessions and training courses for governors, including attendance at meetings of the Governors' Forum and other more general meetings outside the school. The allowance will be at the prevailing rate advised by the LA for teachers. Full details of the amounts payable for travelling expenses are available at the school.

- **Subsistence** – to compensate governors for the cost of meals and parking if the performance of duties/attendance at training courses and other more general meetings outside the school require them to be away from their normal place of residence for a period of not less than 4 hours and/or not more than 1 day. The allowance will be at the prevailing rate advices by the LA for teachers. Again, full details of the amounts payable for travelling expenses are available at the school.

- The cost of child care or care for a dependant relative while undertaking governors' work – governors who normally look after children or a dependant relative as principal carers may claim for the cost of care arrangements whilst they are performing their duties.

- Governors are encouraged to make telephone calls, post letters, make photocopies and obtain stationary from within school to assist in their duties as governor wherever possible.

Claims

In order to provide a clear audit trail, governors, claiming allowances should ensure that:

- Normally a Governor will inform the Bursar of intention to submit a claim in advance.
- All claims must be submitted to the Bursar and approved by the Headteacher.
- Receipts must be submitted to support claims for reimbursement, e.g. bus ticket, taxi receipt, care receipts.
- In case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Management

The school's normal systems for authorising and processing payments will apply to claims made under this scheme, which will be met from the school's delegated budget.

1. The Full Governing Body will approve any changes to this policy, following recommendations by the finance committee.
2. The Full Governing Body will agree a budget for the payment of governors' expenses each year.
3. Where allowable expenses are likely to exceed the budget, this should be discussed with the finance committee.
4. The Bursar will commit the expenditure to the relevant budget and keep a record, together with the completed claim forms.

Governors should note that expenses in excess of expenditure count as 'earnings' to the Department of Social Security or Inland Revenue. Out of pocket expenses can be set against benefit in these cases. Tax paying governors receiving 'honoraria' or 'lump sums to cover expenses' rather than straight refunds of expenses incurred are regarded by the Inland Revenue as 'employees' and become liable to tax on money received to cover expenses.