Governors Allowance's Policy



Mansbridge Primary School

Approved by	Governing Body
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Governors Allowance Policy
Contents Page

School Vision 2
Policy Aims and Principles 2
Guidance 2
Claims Procedure..... 3

School Vision

Learn more - Remember more - Be more – The Mansbridge Way

Mansbridge Primary is a close-knit community school where the children are at the heart of everything we do. We pride ourselves on our family atmosphere and strive to provide a warm and welcoming environment where both adults and children feel safe, appreciated and valued. Being a small, single form entry school, we have the ability to get to know our families well and we make it our priority to foster excellent relationships between school, children and home. Every child is important to us and through our inclusive and nurturing approach, we aim to develop confident, responsible and caring individuals who are well-equipped to achieve their full potential academically, socially and emotionally.

We are proud of the education we give our children and equally as proud of the attitude and enthusiasm our children demonstrate towards their learning. Our classrooms are calm and purposeful places where children have the opportunity to take part in excellent learning experiences which are part of a broad and balanced curriculum delivered by highly professional teaching teams.

In line with the Education Reform Act 1988 Section 106 to 111, which confirmed that education is free to all children in State Schools, education at Mansbridge Primary School is free of any charge. However, Section 118 of the Act allows a school to seek voluntary contributions to provide additional activities to support the curriculum and enhance the children's education. This policy has been written in line with the DfE document "Charging for School Activities" (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

2 Policy Aims and Principles

This policy is in line with the Department for Education statutory guidance Roles, Procedures and Allowances Regulations 2013. The governing body may decide whether to pay governor expenses and at what level.

School governors provide a voluntary service and cannot be paid for their role as a governor but can receive out-of-pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred in fulfilling their role as governor. Whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.

3 Guidelines

3.1 Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

3.2 A dedicated budget for governors' expenses has been allocated and is reviewed when the budget is reviewed within the resources committee.

3.3 Claims for the following may be paid:

- Travel to training venues incurred using private cars or standard public transport fare. Mileage allowance for car travel is paid at current Southampton City Council rate.
- Taxi fares, at cost with receipt, only to be used if other transport is not available.
- Care of dependents during Governor Business, the cost of which would not otherwise have been incurred. This should be authorised by the Chair in advance and will be reimbursed at the current national living wage rate per hour. Childcare or babysitting allowances exclude payment to current/former spouse or partner.
- Car park charges, at cost.

3.4 In accordance with the School Government Regulations, any governor whose expenses are the subject of consideration at a meeting must withdraw from the item and take no part in it.

3.5 Should costs escalate, regardless of the cause, the Governing Body may consider withdrawing the facility or reviewing the criteria for claims.

4 Claims Procedure

- Where expenses are being claimed, governors should complete a claim form (**see attached)** at least termly. Claims up to £50 a term may be authorised by the Chair of Governors or Chair of Finance & Resources and the Headteacher. Payment will be made by the school and a receipt should be signed once the claim is paid.
- In the event of the Chair making the claim it must be approved by the Chair of the Resources Committee or, should they be the same person, the Vice Chair of the Resources Committee.
- Audit and accountability: All expenses claims will be subject to the normal LA audit arrangements.
- All claims must be supported by receipts or records of costs.
- All governors' expense claims and the supporting receipts will be held by the School Business Manager
- Governors will have to disclose the total amount of expenses claimed.

It will be necessary for the Chair of Governors to approve the following:

- Training courses outside Hampshire.
- Should any Governor know in advance that a total individual event claim is likely to exceed £25 then the chair of governors and/or the headteacher's approval must be obtained first.
- In the event of the Chair making the claim it must be approved by the Chair of Finance & Resources committee.

GOVERNORS' EXPENSES CLAIM FORM

Name of Governor:	
Address	
Date:	**Claim Period:**

Reason for incurred expense:	**£**	**p**
TOTAL EXPENSES		

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

Signature of claimant ..... Date .....

Approved for payment: ..... Date .....

Position: Chair/Headteacher (delete as appropriate)

Received by Claimant: ..... Date: .....

This form should be submitted to the School Business Manager

This Policy will be reviewed and approved by the Governing Board annually.