



WALMLEY INFANT SCHOOL

(EXAMPLE) POLICY FOR THE PAYMENT OF ALLOWANCES TO GOVERNORS & ASSOCIATE MEMBERS SERVING AT LOCAL AUTHORITY MAINTAINED SCHOOLS

1) INTRODUCTION

- 1.1) Regulation 28 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states that: *The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).*

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payment made under regulation 30, or payments at a rate determined by the governing body and made on provision of a receipt for the relevant amount.

- 1.2) The aim of this policy is to ensure that elected members of the Governing Board (GB) do not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the GB, and that a facility exists which enables the Governing Body to pay reasonable expenses from the school's budget share to governors that have incurred them.
- 1.3) Under no circumstances should expenses paid exceed the total sum of costs incurred.

2) ACTIVITIES FOR WHICH ALLOWANCES MIGHT BE PAYABLE:

Governors and Associate Members may claim allowances to cover expenses incurred in carrying out their duties as a Governor or Associate Member at this school. This does not include an attendance allowance, or payment to cover loss of earnings. Reimbursable costs should be agreed in principle before they are incurred.

3) BASIS AND RATES OF PAYMENT

- 3.1) For any meetings that come within the provisions of paragraph 2, the GB to adopt the following scheme of payments:

- a) Travel by rail – 2nd class fare;
- b) Travel by bus – the fare actually paid;
- c) Travel by taxi (in agreed circumstances) – the fare actually paid;
- d) Travel by the member's own vehicle where its use results in a substantial saving of governor's time or is in the interest of the GB or is otherwise reasonable. This may include payment of mileage rates payable as adopted by the GB but not exceeding Her Majesty's Revenue & Customs Approved Mileage Rates as published at www.hmrc.gov.uk/rates/travel.htm. This may also include payment of Birmingham Clean Air Zone charges if agreed by the GB after full consideration has been given to any payment aligning with [BCC clean air strategy](#);
- e) Subsistence – Re-imbusement for food and drink items bought on the day claimed. Rates payable as adopted by the GB but not exceeding the agreed levels set out in the Birmingham City Council Staff Handbook;
- f) The extra costs a member incurs in performing their duties either because they have special needs or because English is not their first language;

Where there are no national or local rates set for these expenses, the GB will determine rates of payment based on provision of a receipt.

- 3.2) All expense claims should be made in the same financial year as the expenses have been incurred.

4) METHOD OF PAYMENT

The Local Authority has produced the following advice on how these allowances may be claimed.

4.1) Reimbursement

a) Car and Motorcycle Mileage

It is strongly recommended that if mileage and subsistence payments are made in accordance with nationally and locally agreed rates, such payments are made via the Local Authority's Central Payroll System. Such payments are considered by the Inland Revenue to contain a "profit" element and as such may be subject to tax; they need not be taxed at source, but a schedule of all payments must be made to the Inland Revenue. This will be done by Education Finance.

b) Reimbursement of Actual Costs for Bus, Rail Fares, Subsistence etc.

Reimbursement of actual costs incurred for expenses, including Clean Air Zone charges and parking fees that are not incorporated within a claim for car or motorcycle mileage, may be paid out of the school's budget, as there is no profit element. Appropriate receipts, including those for VAT, must be provided.

5) CLAIM FORMS

- 5.1) Claims that relate to car and motorcycle mileage should be submitted on the standard form for governors (Appendix A of this policy), certified by the Chair of the GB, Headteacher, School Business Manager or other nominated governor. Completed certified forms are sent to the School. No governor should certify their own claim for expenses incurred.

- 5.2) Claims that relate to actual costs incurred (e.g. subsistence) should be submitted on the standard claim form (Appendix B of this policy), certified by the Chair of the GB, Headteacher or other nominated governor and presented to the School for payment from the school's budget (e.g. petty cash). No governor should certify their own claim for expenses incurred.

6) OTHER INFORMATION

6.1) Use of private vehicles and insurance documentation

Members are reminded that if they use their cars for the discharge of their duties, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

This policy will be reviewed annually by Governing Body of Walmley Infant School. Any amendments will be presented at a meeting of the full governing board.

Date agreed by the Governing Body: 10 December 2024

Signed: _____
(Chair of the Governing Board)

This section must be completed in full and, where applicable, receipts should be attached.

Period of Claim	From:	To:
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Mileage Incurred

Date	Departing From	Returning To	No. of Miles Claimed	Details

Total Number of miles claimed: _____ @ _____ p per mile

Total Travelling Allowance: _____

Authorisation of Payment

The GB has adopted a policy/scheme for the payment of allowances to members of the Governing Body.

Y	N

(Please tick as appropriate)

The GB has adopted the Local Authority example policy for the payment of allowances to members of the Governing Body.

Y	N

(Please tick as appropriate)

If the GB has adopted its own policy/scheme then please enclose a copy with this claim form.

Calculations checked by: _____

Authorised: _____
(Chair, Headteacher, School Business Manager or nominated governor)

I declare that I have actually and necessarily incurred expenditure on travelling for the purpose of enabling me to perform approved duties as a member of the Governing Body.

Signed *(claimant)*: _____ **Date:** _____

Please email completed scanned form to finance@walmleyinfant.org or return by post to:
 Walmley Infant School, Walmley Ash Road, Sutton Coldfield, West Midlands, B76 1JB

SCHOOL GOVERNOR CLAIM FORM FOR ACTUAL EXPENSES INCURRED

Please refer to the Governing Board's (GB) adopted policy on the payment of allowances to governors and ensure that you complete all the requested details in order to avoid a delay in payment. Please ensure any claim is completed honestly, legally and responsibly. Always check the accuracy before submitting the claim and remember it is your responsibility to adhere to your board's code of conduct.

Claims for actual expenses incurred should be presented to the school for payment.

Name:	
Address:	
Telephone Number:	

This section must be completed in full and where applicable receipts should be attached.

Period of Claim	From:	To:
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Actual Expenditure Incurred

Date	Details	Amount Claimed

Calculations and receipts checked by: _____

Authorised: _____
(Chair, Headteacher, School Business Manager or nominated governor)

I declare that I have actually and necessarily incurred expenditure on subsistence for the purpose of enabling me to perform approved duties as a member of the GB.

Signed *(claimant)*: _____ **Date:** _____