

Parsons Down Partnership of Schools Governor Allowances Policy 2024

Revision Version: 4

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Reviewed by: Finance Committee

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Next revision due by: November 2025

Headteacher	Sign & Date	
Chair of Governing Board	Sign & Date	

The Governing Board has decided to pay reasonable allowances from the school's delegated budget, to cover any costs that board members incur through carrying out their duties. This Policy set out the terms on which such allowances will be made.

By adopting this Policy, we will ensure that no member of the community is prevented from becoming a Governor on the grounds of cost.

Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Board and its Committees, undertaking Governor development and otherwise acting on behalf of the Governing Board. Governors may not claim for actual or potential loss of earnings or income.

Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements (Child care or baby sitting expenses, where these are not provided by a relative or partner or care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner).
- Telephone calls and postage.
- Travel
- Subsistence

Allowance Rates

Rates at which allowances are payable are as follows:

Care Arrangements:	Actual costs incurred, up to a maximum of £6.50 per hour.
Telephone Calls and Postage:	Actual costs incurred.
Travel Rates:	Car – in accordance with the Inland Revenue Authorised Mileage Rate. Public transport - actual costs incurred for second-class fares. Travel expenses, where a Governor uses their own vehicle, must not exceed the HMRC approved mileage rates.
Subsistence:	If additional expenses are incurred because work as a Governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink (non alcoholic drinks only) items purchased, on the day claimed.

Extra costs incurred because they have a special need or English as a second language.

Criteria for Claims

An expenses claim form is available from the Finance Office; all claims must be submitted to the School Business Manager within one month of the expenditure being incurred (except for telephone calls). Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

In addition to the school's normal systems for authorising and processing payments you must obtain authorisation from the Chair of Governors, prior to submitting your claim. If the Chair of Governors is making a claim then they must obtain authorisation from the Chair of Finance.

Mileage rates will be based on the current HMRC allowance rates as per the HMRC website.

Employee vehicles: Mileage Allowance Payments (MAPs)

MAPs are what you pay your employees for using their own vehicle for business journeys.

You can pay your employees an approved amount of MAPs each year without having to report them to HMRC. To work out the approved amount, multiply your employee's business travel miles for the year by the rate per mile for their vehicle.