



Stretford High School

Governors' Allowances

Ratified by the Board of Governors:	March 2016
Due for Review:	February 2019



An Agreed Scheme For The Payment Of Governors’ Allowances

1. This scheme has been agreed and put in place to reimburse governors for expenses necessarily incurred beyond those associated with their normal attendance at meetings of the governing body or its committees.
2. Where governors carry out other duties at the specific request of the governing body they may claim reimbursement for travel and subsistence expenses, necessarily incurred, as follows:
 - a) Governors may claim full reimbursement, for travel expenses, necessarily incurred, of bus and standard rail fares or car mileage rates as follows:

Tax years 2015/6

0 to 10,000 miles

car	45p per mile
motorcycle	24p per mile
bicycle	20p per mile

over 10,000 miles

car	25p per mile
motorcycle	24p per mile
bicycle	20p per mile

- b) Expenses incurred for subsistence will be reimbursed for actual expenditure necessarily incurred up to a maximum as follows:

On governing body duty for more than 4 hours before 11.00 am	£4.77
On governing body duty for more than 4 hours including the period 12 noon to 2.00 pm (lunch allowance)	£6.57
On governing body duty for more than 4 hours ending after 7.00 pm (dinner allowance)	£8.13
3. Where governors are performing duties on behalf of the governing body, they will be reimbursed for the actual cost of postage and stationery, necessarily incurred, where the governing body has specifically agreed, in advance, for those costs to be incurred.
4. Where governors are performing duties on behalf of the governing body, they will be reimbursed the actual costs of childcare, necessarily incurred, where the governing body has specifically agreed, in advance, for those costs to be incurred.
5. All claims for reimbursement must be in writing and be accompanied by receipts. Claims for car mileage expenses must be accompanied by a record of the opening and closing mileometer reading and the names of any passengers carried. Completed claims should be sent to the Chair of Governors or the Headteacher.
6. The total amount of allowances paid to governors must be included in the financial statement but not the disaggregated expenses of individual governors.

Trafford Governor Support Scheme For Paying Governors' Allowances

1. Main Provisions

The Education (Governors' Allowances) Regulations 2003 make provision for the allowances which may be paid by the governing body to governors and associate members.

The Regulations define allowances as "payments by way of allowances in respect of expenditure **necessarily incurred** for the purpose of enabling the individual to perform any duty". This wording will permit governing bodies to reimburse expenditure such as travel and subsistence. However, the wording does not permit payment of attendance allowances or financial loss allowances because neither of these will relate to expenditure incurred by individual governors.

2. DfE Regulations: Paying Allowances to School Governors (September 2003) Key Messages

- Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.
- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies, and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.

The Education (Governors' Allowances) Regulations 2003 are available at
<http://www.legislation.hmsso.gov.uk/si/si2003/20030523.htm>