



King David Primary School

Governors' Allowances Policy

Introduction

This policy statement has been developed in accordance with the 'The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013'. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. King David School Governing Board believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Eligible allowances

All governors of King David School are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of King David School, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of Governors:
 - Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - Travel and subsistence costs, payable at the current rates specified by Birmingham Local Authority, associated with attending meetings or training events, unless these costs can be claimed from the LA or any other source;
 - Any other justifiable allowances.

The Governing Body at King David School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Payment process

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were

incurred, when they will be submitted for approval by the Chair of Governors. The Vice Chair of Governors will authorise payments in respect of any claims made by the Chair of Governors.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair of Governors in respect of the Chair of Governors) if they appear excessive or inconsistent.

Publication of Expenses

In the interests of openness and transparency the School will publish details of all allowances and expenses paid to governors on its public website.

Governors' Allowances Claims Form – King David School

Name:	
Address	
Post Code	Claim Period:

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

Signed..... Date.....

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Car/motorcycle mileage claim (please complete second sheet)		
Subsistence for national meetings or training events		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to:
 Mrs Sharon Lester
 King David School
 Alcester Road
 Moseley
 Birmingham
 B13 8EY

Governors' Car and Motor Cycle Mileage

Claimant must also complete a Governors' Allowances Claims Form.

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

Period of Claim **From:**
 To:

Make and Type of Vehicle:
Registration Number:
Engine Capacity:

Date	Departing From	Returning To	No of Miles Claimed	Details

Total Number of miles claimed: @ _____ p per mile

Total amount claimed :

Birmingham LA Rates of Payment

- 1.1 Birmingham LA uses the following scheme of payments:
- a) Travel by rail – 2nd class fare;
 - b) Travel by bus – the fare actually paid;
 - c) Travel by the governor’s own private motor vehicle where its use results in a substantial saving of governors’ time or is in the interest of the Governing Body or is otherwise reasonable – the rates payable as adopted by the governing board however, expenses incurred through the use of private cars and motor cycles shall be at a rate not exceeding the Inland Revenue Authorised Mileage Rate as published from time to time.
 - d) Subsistence – Re-imburement for food and drink items bought on the day
 - e) Child-care
 - f) Other eligible expenses agreed by the Governing Board (see below)

The current national rates (2020-21) issued by the National Joint Council (NJC) for Local Government Services which governing bodies may find helpful are as follows:

Motor Car Allowances

	Up to 999 cc	1000 cc +
Per mile	46.9p	52.2p

Motor Cycle Allowances

	Up to 125 cc	126 cc +
Per mile	18.8p	27p

Governors are reminded that if they use their cars/motorcycles for the discharge of their duties as governors, they are responsible for checking that their insurance cover is sufficient and appropriate.

Subsistence Allowances

Subsistence allowances may be payable as set out below where governors are prevented by their official duties from taking a meal at their home or establishment where they normally have their meals and incur additional expense.

Rates

Breakfast	£4.60
Lunch	£6.63
Evening Meal	£7.84

Child care or baby-sitting expense

The Governing Board has determined that child care costs will be paid at actual cost, up to the limit of £12.50 per hour, to include reasonable time taken for the governor to travel to and from the meeting

Other Eligible Expenses

The Regulations now allow for other expenses to be paid which could include the following:

- care arrangements for an elderly or dependant relative;
- support for governors with special needs (e.g. audio equipment);
- support for governors whose first language is not English (e.g. translations);

Payment must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and limited to the amount shown on the receipt.