



# The Downland Federation Governors' Allowances Policy

**Date of last review: October 2023**

**Date of next review: October 2024**

**Version: 4**

**Monitoring and Evaluation:**

Formal evaluation by Governors' Finance and Resources committee annually

**The Downland Federation is committed to the safeguarding  
and welfare of its students and young people**

The information contained within this policy and the appendix are of equal importance.

**Status: Statutory**

**Purpose:**

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 sets out the terms on which such allowances will be paid.

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

**Legislation:** *The Governance Handbook* (Section 4.7.1 Paragraph 63) states that boards can choose whether to pay allowances to board members, where they choose to do they must be as set out in *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013* part 6. This policy complies with these regulations.

**Consultation:** Through Policy Group and Full Governing Board.

**Roles and responsibilities of headteacher, staff and governors:**

The school will reimburse governors for legitimate expenses.

These expenses will be taken from the school's delegated budget.

Eligible expenses include:

- Child care;
- Extra costs incurred because they have a special need or English is an additional language
- Care arrangements for elderly or dependent relative;
- Telephone charges, photocopying, and stationery;
- Travel and subsistence (i.e. reimbursement for meals purchased that would not have otherwise been bought).
- Other justifiable allowances

The regulations do not allow governors to be paid attendance allowance or for loss of earnings. Governor allowances are subject to audit.

Claims will be paid in arrears, on a case-by-case basis.

Reimbursable costs should be agreed in principle before they are incurred.

The chair of governors may investigate claims that are excessive or inconsistent.

These terms are subject to change according to Governing Board review.

**Guidance:** See Appendix (a)

**Paying Allowances to Governors, Appendix (a)**

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 expenses 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 and will be the same as staff 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 Board 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;
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