



## The Limes Nursery School and Children's Centre

### Governors' Allowances Policy

**Adopted: October 2012**

Review Date	Details	Owned by/linked to
April 2015	Requirement for VAT registered receipts, updated re. new guidelines <a href="http://www.legislation.gov.uk/ukxi/2013/1624/part/6/made">http://www.legislation.gov.uk/ukxi/2013/1624/part/6/made</a>	Resources
March 2019		
March 2022		

#### **Guidelines**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated budget.

Governors may not claim for

- Actual or potential loss of earnings
- Attendance allowance

#### **Eligible expenses**

Categories of eligible expenditure are as follows:

- Care arrangements where these are not provided by a relative or partner for
  - Childcare or babysitting expenses
  - An elderly or dependent relative
- Telephone calls and postage
- Travel
- Subsistence

#### **Allowance rates\***

Rates at which allowances are payable are as follows:

- Care arrangements – for actual costs incurred up to £7.50 an hour and must be a provider registered by Ofsted
- Telephone calls and postage – actual costs incurred
- Travel rates

- In accordance with the Inland Revenue Authorised Mileage.
- For public transport, actual costs incurred (a cap on taxi fares up to £15)
- 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 items bought on the day claims. Up to £15 a day can be claimed by a Governor for subsistence.

#### **Criteria for claims**

- All claims must be submitted to the head teacher on the appropriate form within one month of the expenditure being incurred (except for telephone calls)
- VAT receipts must be provided 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 relevant calls.

#### **Financial systems/Auditing**

Expenses will be handled by the Head and the School Finance Administrator. All claims will be subject to independent audit, and that the chair of governors (or vice-chair of governors in respect of the chair of governors) may investigate claims that appear excessive or inconsistent

#### **Legal basis for paying these allowances**

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013  
<http://www.legislation.gov.uk/ukSI/2013/1624/part/6/made>

\*The Governing Body may vary these rates to meet particular circumstances. These rates must be agreed at the Full Governing Body.