



Inter-School **Governors Allowances Policy**

School of Christ the King
Hartcliffe Rd
Bristol
BS4 1HD

St Bernadette RC Primary
Gladstone Road
Bristol
BS14 9LP

Holy Cross RC Primary School
Dean Lane
Bristol
BS3 1DB

Please note, any reference to "School" refers to all of the schools above.
This policy has been ratified by the Governing body of all 3 schools on the date noted below.

Review Date: Sept 2025

Next Review Date: Sept 2026

Stat policy - Annual Review

Source of policy: Diocese

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1. Aims

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.

2. Legislation and guidance

The Governance Guide for maintained schools says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see Appendix 1) and submitting it to the Clerk to the Governors

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the governing board may claim:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Business manager **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 2).

4. Training

Any training that needs paying for must be booked by the School Office.

Appendix 1: Governor's claim form

Please contact the school office

Appendix 2: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p