



Carr Infant School

Confidence - Communication - Creativity

Governors Allowances Policy

Approved by	FGB
Previously Approved	March 2022
Date	May 2025
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Chair of Governors: Charlotte Crabtree

Purpose

The Governing Body of Carr Infant School believes that Governors play a key role in the success of the school. We are committed to ensuring that individual Governors are not deterred from playing their full part because of incidental costs.

What can governors claim expenses for?

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 makes provision for allowances to be paid to Governors and associate members of Governing bodies, by the Governing bodies of maintained schools which have delegated budgets. The Governors have agreed that the following expenses could be claimed:

- Travel:
 - Car travel will be paid by the school at the City of York Council training mileage rate, which is currently 13.6p per mile. A VAT receipt will be required to support claims of this nature where possible, unless the vehicle is electric. Where other transport is used, the cheapest and/or most efficient means of transport must be considered and receipts must be provided.
 - The reason for travel must be related to the work of the governing body, e.g. governors' meetings, training courses etc.
 - The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.
- Dependent care:
 - In cases where a governor does not have a spouse or family member to care for a child/children when the governor must attend meetings relating to the work of the governing body, expenses will be returned for the cost of childcare or a babysitter.
 - Allowances will also be reimbursed for the cost of care for elderly or dependent relatives where the governor must be absent due to their governing duties.
- Specific needs:
 - Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
 - The circumstances in which governors can claim expenses for specific needs may include: taxi fares, audio equipment or support from a signer, braille transcription etc.
- Telephone charges, photocopying, stationery etc:
 - Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
 - Allowances will be returned upon production of a valid receipt, where appropriate.
 - Other items to be agreed in advance at the discretion of the Governing Body.

How are expenses claimed?

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent. All claims should be submitted to the School Finance Assistant, using a claim form, who will check and authorise individual claims for up to £20. All payments above £20 will be checked by the School Finance Assistant and authorised for payment by the Headteacher. Claim forms are available from the school office.

All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the Chair of Governors may ask for further details.

Arrangements for monitoring and evaluation

The Governing body will monitor and evaluate the impact of this policy every 3 years with reference to the attendance records of Governors at meetings and to the total sum paid out.