Management Committee Members' Allowances Policy

Executive Head:	**D Nearney**
Chair of Governing Board:	**D Hughes**
Policy reviewed by:	**R Pieterse (HfL Model Policy adopted)**
Date Reviewed:	**Autumn 2025**
Ratified by:	**Management Committee**
Date:	**02/10/2025**
Frequency of review:	**Annual**
Date for next review:	**Autumn 2026**
This policy follows the model guidance from the latest Herts for Learning Education "Governor's Allowance" Policy for Schools.	

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Introduction

All Management Committee and associate members may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing board and its committees, undertaking governor development and otherwise acting on behalf of the governing board. N.B. Management Committee Members may not claim for actual or potential loss of earnings or income.

Financial Systems

The Centre's normal system for authorising and processing payments will apply to claims made under this scheme.

Criteria for Claims

- All claims must be submitted to the clerk/Executive Headteacher/Chair of Management Committee on the attached form within one month of the expenditure being incurred (except for telephone calls).
- Receipts must be supplied to support claims for reimbursement, e.g. public transport tickets, phone bills, car parking, taxi or till receipts.
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
- Allowance for travel cannot exceed the HMRC authorised mileage rates.

Eligible Expenses

Claims may be subject to audit where deemed necessary. Categories of eligible expenditure are as follows:

- Care arrangements for children (childcare or babysitting expenses), where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Extra costs involved either because there is a special need or because English is not the first language
- Telephone calls, postage, stationery, photocopying
- Travel
- Subsistence
- Any other justifiable allowance

Allowances Rates

EXPENDITURE	RATES PAYABLE
Care Arrangements	Actual costs incurred, up to a maximum of £45*
Support for Special Needs	Extra costs incurred as a result
Support if English is not first language	Extra costs incurred as a result
Telephone, Postage etc.	Actual costs incurred
Travel - Mileage	In accordance with the HMRC Authorised Mileage Rates https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances
Travel - Public transport	Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £20 per journey.
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 claimed.

[*] The Governing Board may vary these rates to meet their particular circumstances. It is suggested that rates for Care Arrangements are in line with the current Living and Minimum Wages. https://www.gov.uk/national-minimum-wage-rates

For travel by taxi a maximum cost per journey could be set.

These rates must be agreed at a full governing body meeting.

Relationship to Other Policies

This is policy is linked to the general role of governors and their link role, and any claims made against this policy should demonstrate that relevance. No-one should feel excluded from becoming a governor, or feel unable to function appropriately because of possible difficulties as listed above. This is linked to the schools equality policy and plan.

Monitoring and Evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Reimbursement Claim - Mileage Claim For Volunteers

Payment method												
☐ Cheque	☐ Cheque returned for collection	☐ BACS	☐ Cash - Imprest voucher number									

Payee details			
Name			
House number / Street			
Town / City			
County		Post code	
Telephone no			

Period		Governor / Volunteer
From	To	☐ Governor
		☐ Volunteer

Vehicle details			
Vehicle registration number		Make	
cc		Year	

The insurance policy relating to the vehicle (as above) used by me on the official business of the County Council is issued by:

Details of journeys					
Day	From	Places visited	Returned to	Purpose of journey /Client name	Miles

Total mileage for period (A)	
Previous mileage (from 1st April)	
Mileage to date	

Other Expenses	£	p	Amount Payable		
			Number of miles (A)		
			Rate (B)		
			Payable	£	p
			Mileage (A x B)		
			Other expenses (C)		
Total (C)			Total Claimed		

Payee certification									Receipt where paid in cash								
										£							p
I certify that: • the expenses overleaf have been necessarily incurred by me on school business; • the VAT receipts attached cover the period of the claim and the numbers of miles travelled; and • I hold a valid Driving Licence.									Received the sum of								
									Signature								
Signature of payee									Print name								
Print name																	
Date									Date								

Payment approval, or for imprest payments, authorisation		
Signature(s):	Name	
	Position	
	Department	
	Date	

User Guidance Notes

- ✓ Please ensure that this form is fully completed in block capital
- ✓ VAT receipts that cover the period of the claim and the numbers of miles travelled must be attached to this reimbursement claim
- ✓ The form must be signed by the clerk/Executive Headteacher/the Chair of Governors – where appropriate two signatures may be required.
- ✓ All claims must have relevant receipts attached.
- ✓ This form is attached to the policy for Governor Expenses.
- ✓ If you have any comments or suggestions about the design or functionality of this form contact the Chair of Governors.
- ✓ This form will be reviewed with the policy when required.