



THE NORTON
KNATCHBULL
SCHOOL

Governors' Allowances Policy

Approved by	Finance & General Purposes committee
Date approved	27 th January 2022
Date of Review	January 2023

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 Handbook (section 4.7.1, paragraph 65) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.

This policy complies with our funding agreement and articles of association.

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). The claim must be approved by the Chair of the Finance Committee before it is submitted to the Finance Office.

Allowances will only be paid on the provision of a receipts or mileage claims, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- 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 Chair of the Finance and General Purposes Committee **before** they are incurred.

All claims may be subject to independent audit. The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent

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

Appendix 1: Governor Claim Form

The Norton Knatchbull School
Governor Expenses Claim Form

Name: _____

Address: _____

Claim period: _____

Bank Details (for payment of expenses)

Name of Bank: _____

Sort Code: _____ Bank Account No: _____

EXPENSE TYPE	£
Travel or subsistence <i>If claim is for mileage, please state the number of miles the claim is for and the purpose of the journey:</i> No of miles: _____ Purpose of journey: _____	
Telephone charges	
Photocopying	
Postage	
Other (please specify)	
Total expenses claimed	

This form should be submitted to The Finance Office at The Norton Knatchbull School along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

Expenses claim agreed in principle by The Chair of the Finance Committee:

Signed: _____

Date: _____

I claim the total sum of £ _____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

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