



## Governors' Allowance Policy

At Queen Elizabeth's Grammar, Alford the named person with responsibility for this Policy are:

<b>Author</b>	Clerk to Governors
<b>Governor</b>	Finance, Audit & Risk Committee



# Queen Elizabeth's Grammar, Alford

## A Selective Academy



This policy statement has been developed in accordance with the [Governance Handbook](#) (Section 4.7). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Queen Elizabeth's Grammar, Alford's Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Queen Elizabeth's Grammar, Alford will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Queen Elizabeth's Grammar, Alford, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
  - Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
  - The cost of travel relating only to travel to meetings/training courses at the HMRC's current approved mileage rates as shown below 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

- Telephone charges, photocopying, stationery, postage etc
- Any other justifiable allowances.

Approved by:  
Date Approved:  
Last reviewed: October 2022  
Next date due to be reviewed: October 2023



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The Governing Body at Queen Elizabeth's Grammar, Alford acknowledges that:

1. Governors may not be paid attendance allowance
2. Governors may not be reimbursed for loss of earnings

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (which meets at least once per half-term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually. (This policy is taken from the National Governors' Council, Good Practice Guides for Governors and The Key).

Approved by:  
Date Approved:  
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# Queen Elizabeth's Grammar, Alford

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### Queen Elizabeth's Grammar, Alford Governor Claims Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

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

Signed \_\_\_\_\_

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

Approved Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

Approved for payment Head teacher: \_\_\_\_\_

This form should be submitted to:

The Finance Department

Queen Elizabeth's Grammar, Alford

Approved by:  
 Date Approved:  
 Last reviewed: October 2022  
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