


# Governors' Allowances Policy

## Ellesmere Port Catholic High School



Approved by:	Mr J Coucill, Chair of Governors 
Lead of Review:	Mr C Jones, Business Manager
Last reviewed on:	August 2023
Next review due by:	August 2024

This policy statement has been developed in accordance with [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#). 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. Ellesmere Port Catholic High School Governing Body believes that paying governor' 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 Ellesmere Port Catholic High School 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 Ellesmere Port High School and are agreed by the Leadership and Management 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 Leadership and Management Committee of the Governing Body:
  - Childcare or babysitting 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 a rate of 45 pence per mile which does not exceed the specified rates for school personnel.
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport, and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.
  - Telephone charges, photocopying, stationery, postage etc should wherever possible be completed via the school. Only in exceptional circumstances will expenditure be reimbursed where these functions have been paid for independently. Any other justifiable allowances.

**The Governing Body at Ellesmere Port High School acknowledges that:**

- Governors may not be paid attendance allowance.
- 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 Finance Office), attaching receipts where possible, and return it to the School, via the Clerk to Governors, within two weeks of the date when the allowances were incurred, when they will be submitted for approval by Chair of Leadership and Management Committee to be presented to the Leadership and Management Committee (which meets at least once per term) for final approval.

Governors using their own vehicle on Governing Body Business and wishing to claim travel expenses must ensure they are insured for business use. A copy of driver's licence, motor insurance and MOT certificate (if applicable) must be attached to any expenses claim form.

Governing Body expenses will be reimbursed from the main section of the schools delegated budget.

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

This policy will be reviewed annually.

**Inland Revenue mileage payments for business travel in Employee's own vehicle:**

<b>Type of vehicle</b>	<b>Rate per business mile 2023/24</b>
<b>Car</b>	For tax purposes: 45p for the first 10,000 business miles in a tax year, then 25p for each subsequent mile
<b>Motorcycle</b>	24p all business miles
<b>Cycle</b>	20p all business miles

# Ellesmere Port Catholic High School

## Governor Claim Form

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed \_\_\_\_\_

	Net cost £	VAT £	Total cost £
Childcare 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			
Start mileage			
Finish mileage			
Total miles claimed			
Telephone Charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
<b>TOTAL EXPENSES CLAIMED</b>			

This form should be submitted to:

Clerk to Governors  
Ellesmere Port Catholic School  
Capenhurst Lane  
Ellesmere Port CH65 7AQ