

Lyminster Primary School



Governor Expenses Policy

Lyminster Primary School Wick Street, Littlehampton, West Sussex, BN17 7JZ

Approved Date: Sept 2022
Review Date: Sept 2023

POLICY

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.

2. Legislation and guidance

The [Governance Handbook](#) (section 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

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) and submitting it to the School Business Manager.

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

Members of the governing board may claim for:

- Travel costs (when travelling outside of the county)

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Finance Committee **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

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

4. Monitoring arrangements

This policy will be reviewed every 3 years by the Finance Committee. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

Lyminster Primary School Governor claim form

- Name:
- Address:
- Claim period:
- I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.
- Signed: _____ Date: _____

• Expense type	• £
• Travel	•
• Total expenses claimed	•

- This form should be submitted to School Business Manager, Lyminster Primary School, Wick Street, Littlehampton along with any relevant receipts.
- The form should be submitted within 14 days of the expenses being incurred.

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