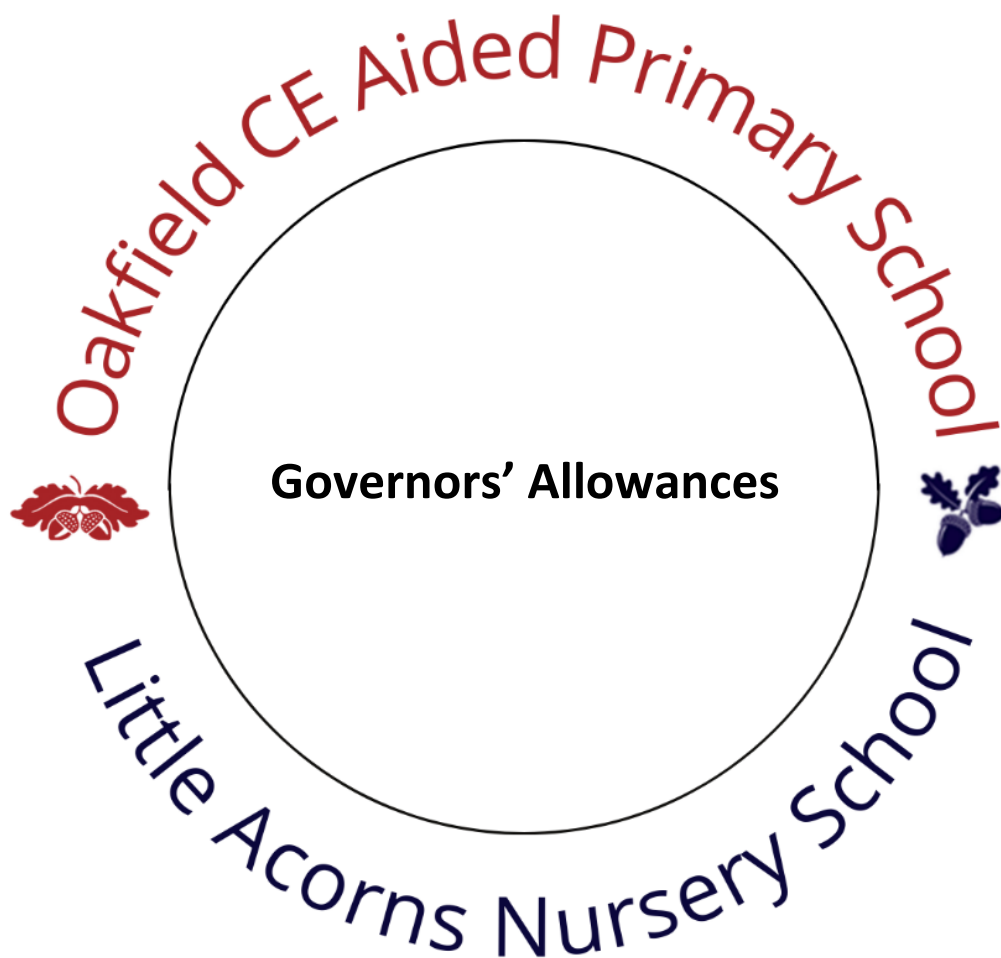
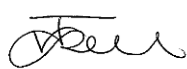




Date of Approval:	23 rd May 2024
Committee/FGB	FMA Committee
Responsible:	Vikki Reader – Headteacher
Review Date:	May 2025

Signed: 

Chair of Governors

Signed: 

Headteacher

Date: 23rd May 2024

REVISION No:	Date issued:	Prepared by:	Approved by:	Comments:
2	23.05.24	TMT		2. Legislation and Guidance. All links and text updated in line with the latest guidance.

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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 Maintained Schools Governors' Guide <https://www.gov.uk/guidance/governance-in-maintained-schools> (section 4.11.1) says that

If the governing body has a delegated budget, they can pay allowances or expenses to governors and associate members appointed by the governing body (see [School governance \(roles, procedures and allowances\)\(England\) Regulations 2013](#)). This **must** be:

- in accordance with a policy or scheme created by the school and approved by the governing body
- for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings
- paid at a rate set out in the scheme and limited to the amount shown on the provided receipt

Travel expenses **must** not exceed the [HMRC approved mileage rates](#).

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 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:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- 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 School Business Manager **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.

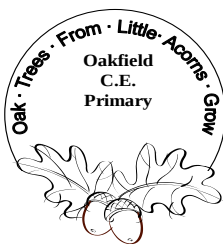
Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed yearly by the governing board. Any amendments will be presented at a meeting of the full governing board.

APPENDIX 1

Governors Expenses Claim – IOW & Mainland Travel



Return to:- Mrs Trudy Taylor
Oakfield CE (Aided) Primary School
Appley Road
Ryde
Isle of Wight
PO33 3NE

Tel: (01983) 563732
Email: ttaylor@oakfieldcepri.iow.sch.uk

Headteacher (Oakfield): Mrs Vikki Reader

Name:	Car Registration:	
Home Address:	Make and Model of Car:	
	Engine Size or Car:	
	Date of Permanent Change of Car (if applicable):	

SUMMARY (Details of Mileage from overleaf)

20... Month	Mileage				Subsistence and Other Expenses		
	Total Mileage A	Ordinary commuting Mileage B	Record Only Mileage C	Paid Mileage D	£	Description	
1.							NOTES Column A: All mileage as detailed overleaf
2.							
3.							
4.							
5.							Column B: If the journey commenced and ended at the normal place of work, enter nil in Column B. Otherwise record the mileage (single or return journey as appropriate) between home and normal place of work.
6.							
7.							
8.							
9.							
10.							
11.							
12.							Column C: If the figure in Column A is less than in Column B enter the Column A figure in Column C. If the figure in Column A is greater than that in Column, enter the Column B figure in Column C.
13.							
14.							
15.							
16.							
17.							
18.							
19.							Column D: Subtract the figure in Column B from the figure in Column A and enter the result in Column D (if this gives a negative figure, enter 'Nil' in Column D)
20.							
21.							
22.							
23.							
24.							
25.							
26.							Totals As a final check you may wish to ensure that the total daily mileage figure overleaf equals Column C and Column D added together
27.							
28.							
29.							
30.							
31.							

TOTALS					This form is not to be used by drivers of lease cars
20.... Month	Time Journey Starts	Time Journey Ends	DETAILS OF JOURNEY (State where and when each journey commences, its destination and when it ends).		Daily Mileage Total (carry forward to Column A overleaf)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
TOTAL					

I declare that the mileage included in this claim was actually travelled on School business, and the claim is made in accordance with School policy. I also declare that my motor insurance indemnifies the School against all third party claims in accordance with the NJC conditions of service. Claiming Officer Date	I certify, in accordance with the School's Code of Practice, that the visits covered by this claim were properly and necessarily made on School business and that the expenses claimed are reasonable. Authoring Officer Certified for Payment
--	---

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