

TRANMERE PARK PRIMARY SCHOOL

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Governor Expenses Policy

Adoption Date: January 2024

Review Date: January 2025

Tranmere Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

1. Aims

The Governing Body 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 4.7.1, paragraph 73) says that boards in maintained schools with a delegated budget can 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 -

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

3. Overview

Members of the Governing Body 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 Body may claim allowances by completing a claim form (see Appendix 1) and submitting it to Kirsten Finley, Headteacher, Tranmere Park Primary School, Ridge Close, Guiseley, LS20 8JJ or via e-mail to secretary@tranmerepark.leeds.sch.uk

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 Body 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 Kirsten Finley – Headteacher, **before** the costs 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

The policy will be reviewed annually by the Resources sub-committee. Any amendments will be presented at a meeting of the full Governing Body.

Appendix 1: Governor claim form

Tranmere Park 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	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Kirsten Finley – Headteacher along with any relevant receipts.

The form should be submitted within one week of the expenses being incurred.

Appendix 2 – HMRC mileage rates

Mileage – paid at HMRC rates (currently **45p per mile up to 10,000 miles and then 25p per mile thereafter for miles travelled in the performance of your duties**). Bicycle – paid at HMRC rates (currently 20p per mile).

Motorcycles – paid at HMRC rates (currently 24p per mile).

Correct as of 05.12.22.