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# MKCC Governor Services Model policy

# for the payment of expenses and allowances for governors and associate members

# Xxxxxxxxxxx School/Federation/Academy Governing Board

**Legislation and Guidance for Maintained Schools only** (delete if not applicable**)**

* The [Governance Handbook](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf) (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](http://www.legislation.gov.uk/uksi/2013/1624/part/6/made).

**Legislation and Guidance for Academies only (including free schools)** (delete if not applicable)

* The [Governance Handbook](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf) (section 4.7.1, paragraph 75) says that boards in academies are free to determine their own policy on the payment of allowances and expenses.
* If applicable, add/amend: This policy complies with our funding agreement and articles of association.

**This policy applies equally to all categories of governor/trustee and includes (maintained schools only) associate members.**

* Types of allowable expenses:  
  + Members of the trust/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 trust/governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to <insert name and address>
* 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 trust/governing board may claim for:**

**Childcare or babysitting**

* Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the Trustee/governor is attending meetings of the trust/governing board or its committees or other agreed activities, such as training events.
* Appropriate proof of payment must be submitted.
* This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

**Care arrangements for an elderly or dependent relative**

* Costs may be claimed for situations similar to those for childcare.

**Telephone charges, photocopying, stationery, etc**

* Where a governor/trustee is unable to use the school’s facilities for any of the above a claim for reimbursement may be made.
* Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

**Travel and subsistence**

* Mileage may be claimed for distances exceeding <insert number of miles>… miles for the purpose of attendance at meetings of the trust/governing board or its committees or other agreed activities.
* Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Receipts will be required.
* Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
* Travel expenses where a trustee/governor uses their own vehicle must not exceed the **current** HM Revenue and Customs (HMRC) approved mileage rates, which are published at <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>.
* Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to the value of <insert value in pounds>) or car parking charges that would not otherwise have been incurred, which will be reimbursed against receipts.

**Special needs**

* Any extra costs incurred by trustees/governors in carrying out their duties because they have special needs. Receipts will be required or a detailed written record of expenses incurred kept and submitted.