



# Our Lady of Lourdes Catholic Primary School

## Governors Allowances Policy

### 2024 to 2025

Signed electronically by Chair of Governors:  <i>J Curran</i>	Name:  Joan Curran	Date:  22.10.2024
Signed electronically by Headteacher:  <i>O Bell</i>	Name:  Oliver Bell	Date:  22.10.2024
Ratified by: Governing Body on 12.10.2023  Reviewed 14.10.2024 and approved by FGB on 22.10.2024		Next Review: by 31.12.2025

## Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices</b>	Governors Allowances – 2024 to 2025	Date	12.10.2023 and 14.10.2024
EIA CARRIED OUT BY:	Jayne Russell	EIA APPROVED BY:	Joan Curran

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)	All groups will be treated fairly and equally, with no bias, discrimination or preferential treatment.	All groups will be treated fairly and equally, with no bias, discrimination or preferential treatment.
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	As above	As above
Gender Reassignment (transsexual)	As above	As above
Marriage and civil partnership	As above	As above
Pregnancy and maternity	As above	As above
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	As above	As above
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	As above	As above
Gender (male, female)	As above	As above
Sexual orientation (gay, lesbian, bisexual; actual or perceived)	As above	As above

Any adverse impacts are explored in a Full Impact Assessment.

***At Our Lady of Lourdes Catholic Primary School, we seek to create a unique and enabling community whereby children and staff are encouraged to journey beyond their expectations – academically, socially and spiritually – within a culture based on Gospel Values.***

***Love, Live and Learn as Jesus Taught Us***

## **Contents**

1. Aims .....	4
2. Legislation and guidance .....	4
3. Overview .....	4
4. Monitoring arrangements.....	4
Appendix 1: Governor claim form.....	5
Appendix 2: approved mileage rates.....	6

---

## 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 Governance Guide for maintained schools 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 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 Chair of Governors, Joan Curran, by email to [joan.curran@olol.org.uk](mailto:joan.curran@olol.org.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 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 the governing board **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 annually by the governing board. Any amendments will be presented at a meeting of the full governing board.

## Appendix 1: Governor claim form

### Our Lady of Lourdes Catholic 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)	
<b>Total expenses claimed</b>	

This form should be submitted to the Chair of Governors, Joan Curran by email at [joan.curran@olol.org.uk](mailto:joan.curran@olol.org.uk) 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