SCHOOL POLICY

Parliament Hill School
A high achieving and happy school

Governors Allowances Policy

Governor Committee: Staffing and Resources

Responsibility of: Business Director

Date ratified: Feb 2026

Review date: Feb 2027

Our Mission

Our feminist mission is to enable every student to forge a strong identity, empowered to make their mark in the world.

We are proud to be a centre of excellence and innovation for girls' education.

We nurture aspirations and support each student to discover their dreams and ambitions. We empower girls to take risks and to develop the confidence, leadership attributes, and cooperative relationships that enable them to flourish academically, socially and personally.

Students are educated to be inclusive global citizens, enabled to speak out, and make a positive difference to the world now and in the future.

We believe that achievement and happiness are inextricably linked and we are committed to enabling both

1. Introduction/Context

1.1. This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances (England)) Regulations 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's budget to Governors for certain expenditures which they have necessarily incurred in carrying out their duties.

1.2. Parliament Hill School Governing Body believes that paying governors' allowances can be important in ensuring equality of opportunity for all members of the community to serve as Governors and is therefore an appropriate use of school funds. The Governing Body acknowledges that Governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

2. Purpose/Aims

2.1 To set out the allowances/expenses payable to Governors to enable them to carry out their duty.

2.2 This policy applies equally to all categories of Governor, including associate members.

3. Types of allowable expenses

3.1. Governors with a Special Need

Where the school or Governing Body does not provide facilities or equipment to enable a Governor, for example, to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation or travelling and subsistence for a person providing support, as the case may be.

3.2. Child care or babysitting

Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events.

3.3. Care arrangements for a dependent relative

Costs may be claimed for situations similar to those for child care where the Governor is a registered carer for a dependent relative.

3.4. Telephone charges, photocopying, stationery, etc

Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made.

3.4.1. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted to the Business Manager and approved by the Chair of Governors.

3.5. Travel and subsistence

Only in the event that a Governor is travelling on school business should a claim be made.

3.5.1. Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel, or additional class if this is cheaper.

3.5.2. Mileage, up to a maximum of five miles, may be claimed where the distance between the governor's home and the school exceeds three miles. The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure up to the level of standard class rail travel. In cases where no public transport is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, subject to a maximum of £20, upon production of a valid receipt. The mileage allowance will be the same as the LA essential users' rate. Travel by private vehicle, where no public transport is available, will be reimbursed at the HMRC approved mileage rates.

3.5.3. Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £25.

4. Arrangements for paying claims

4.1. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Finance & HR Office), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Resources to be presented to the Resources Committee (which meets once per half-term) for final approval.

4.2. Claims may be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

4.3. To reduce administration, unless substantial sums are involved, Governors are asked to claim termly in arrears prior to the end of the financial year in question.

4.4. Claims should be submitted to the Business Manager, having first been authorised by the Chair of Resources on behalf of the Chair of Governors.

4.5. Receipts, if obtainable, must be supplied to support claims for reimbursement, e.g. travel cards/train tickets (if supplied/available), phone bill, taxi receipt, till receipt, etc. In the event of a claim for a registered childminder, the name and number must be included.

4.6. In the case of telephone calls, an itemised claim listing the numbers called and the duration of each call should be provided.

5. Review

5.1. This policy and amounts payable will be reviewed every three years, in the first FGB meeting of the year.