The school has carefully considered and analyses the impact of this policy and guidelines on equality and the possible implications for pupils with protected characteristics, as part of its commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.
Governors’ allowances policy

Our vision
At Someries Infant and Nursery School we believe anything is possible. We know that children have the right to be provided with a creative, innovative and exciting education that will inspire them to become lifelong learners who are enthusiastic and proud of everything they do. We want every child to excel in all aspects of their learning within an immersive, imaginative, expressive and inclusive environment. We want children to become confident discoverers, explorers and creators who live our values. We keep children at the focus of everything we do.

Our aims
As a school, our aims are to:

- become a unique school which meets the needs of the Twenty-first Century child
- support and challenge children so that they become happy, engaged and independent learners
- ensure children are leaders of their own learning to satisfy their natural curiosity
- ensure children receive a creative, immersive and innovative education
- be a truly inclusive school where children have the same opportunities to excel in their learning
- be an effective team
- live our values in everything that we do
- inspire new learning and create awe and wonder
- provide a rich and purposeful learning environment
- develop effective relationships with families and the community
- be the best that we can be
Aims of this policy
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.

Legislation and guidance
The Governance Handbook (section 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to 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 School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

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 Clerk.
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 Chair and Vice Chair 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).
Monitoring arrangements

This policy will be reviewed annually by the governing body. Any amendments will be presented at a meeting of the full governing board.
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: _______________

<table>
<thead>
<tr>
<th>Expense type</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare</td>
<td></td>
</tr>
<tr>
<td>Care arrangements for dependent relatives</td>
<td></td>
</tr>
<tr>
<td>Support for a special need or English as a second language</td>
<td></td>
</tr>
<tr>
<td>Travel or subsistence</td>
<td></td>
</tr>
<tr>
<td>Telephone charges, photocopying, postage or stationery</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
</tr>
<tr>
<td>Total expenses claimed</td>
<td></td>
</tr>
</tbody>
</table>

This form should be submitted to the Clerk to Governors along with any relevant receipts.

The form should be submitted within two weeks 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.

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>First 10,000 miles</th>
<th>Above 10,000 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cars and vans</td>
<td>45p</td>
<td>25p</td>
</tr>
<tr>
<td>Motorcycles</td>
<td>24p</td>
<td>24p</td>
</tr>
<tr>
<td>Bikes</td>
<td>20p</td>
<td>20p</td>
</tr>
</tbody>
</table>