



Governors Allowances

Background

The Department for Education considers that governors should not be out of pocket and should be able to claim allowances for legitimate expenses incurred in carrying out their duties. The allowances paid should relate to actual costs incurred, apart from mileage costs where any payment should not exceed authorised Inland Revenue mileage allowances. However, attendance allowance and payments for loss of earnings may not be paid.

Allowances may be paid to governors and associate members of the governing bodies by the governing bodies of maintained schools that have delegated budgets.

Travel expenses must be paid at a rate not exceeding the maximum level of the Inland Revenue authorised mileage rate. Other governors' expenses must be paid on provision of a receipt at a rate determined by the governing body, and will be limited to the amount shown on the receipt.

Guidance

Paying allowances to school governors (from September 2003) was produced in May 2003, revised in August 2003 and again in October 2003 when minor changes were made to the document with regard to the payment of authorised mileage rates. This leaflet is available to download from the DfE website.

The HM Revenue and Collection website provides information on current Inland Revenue mileage rates for private use of cars.

Good practice

The National Governors Association (NGA) has produced the *Good Practice Guide in Developing an Allowances Policy for Governing Bodies 2005*. This document contains recommendations from the NGA as well as a model allowances policy. Visit their website for further information.

The law

The Education (Governors' Allowances) (England) Regulations 2003 were laid before Parliament on 12 March 2003 and came into force on 1 September 2003, revoking the Education (Governors' Allowances) (England) Regulations 1999 (SI 1999/0703) from that date. Visit the Legislation.gov.uk website to view these regulations.

Further advice

A Guide to the Law for School Governors, chapter 5, para 8 to 12.
Department for Education, Paying Allowances for Governors, October 2003
The Education (Governors' Allowances) (England) Regulations 2003