

Governors Allowance Policy

Approved by:	Headteacher	Date: 26 June 2025
Date:	June 2025	
Review date:	June 2026	

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. St Paul's C. E. Primary School Governing Body believes that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowed reflect this objective.

All governors of St Paul's C. E. Primary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of St Paul's C. E. Primary School, and are agreed by the Governing Body that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
 - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source
 - Telephone charges, photocopying, stationery, postage etc.
 - Any other justifiable allowances.
3. The Governing Body at St Paul's CE Primary School acknowledges that:
 - Governors may not be paid attendance allowance.
 - Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

Governors Expense Claim Form

Name:

Telephone No:

Address:

Post code:

Date:

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.....

- ☐ Child care/Babysitting expenses/ Care arrangements for an elderly or dependent relative
- ☐ Support for governors with special needs
- ☐ Support for governors whose first language is not English
- ☐ Travel/subsistence to national meetings or training events
- ☐ Telephone Charges Postage Photocopying Stationery Other (please specify)

This form should be submitted in a sealed envelope to the School Office addressed for the attention of the School Business Manager.