St Paul's CE Primary School

Governors' Allowances Policy

Agreed by Governing Body on:	**October 2024**
Policy review date:	**October 2026**

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Governors' Allowances Policy

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 costs and expenses which they incur in carrying out their duties. St Paul's CE Primary School Governing Body believes that paying governors' 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 allowable reflect this objective.

From September 2021 all governors of St Paul's CE School will be entitled to claim the actual costs, which they incur as follows:

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 CE School.

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 baby sitting 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;
- The cost of travel relating only to travel to meetings/training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
- 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 LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at St Paul's CE school acknowledges that:

- Governors will not be paid attendance allowance;
- Governors will 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, when they will be submitted to the

School Business Manager for payment. The School Business Manager will inform governors of all expenses paid, at each Full Governing Body meeting.

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

This policy will be reviewed bi-annually by the Full Governing Body either at the end of term 6 or the beginning of term1.

Signed: …… (Headteacher) Date: ……

Signed: …… (Governor) Date: ……..

St Paul's CE Primary School Governors' Claims Form

This form should be submitted to the School Business Manager in the school office

Name:
Date:
Claim Period:

I claim the total sum of £…… for governor expenses as detailed below.
I have attached relevant receipts to support my claim.
I certify that the particulars in this claim are correct and have been incurred in the course of my duties as a governor or associate member.

Signed…… Date:……

	£	p
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 to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

Breakdown of mileage claims				
Date	**Details of trip (from - to)**	**Purpose of trip**	**Mileage**	**Value at HMRC rate per mile (£)**
		Totals		

Authorised for payment .....Chair of Governors/Headteacher

Date:……..