

St John's Church of England VA Primary School



Governor Allowance Policy

Agreed by the FGB

Agreed: March 2025

Review: March 2026

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Governors' Allowance Policy

Sharing joy and hope in the community

When considering matters of Governors' allowances it is important for all the school community to reflect, considering our vision statement, 'Sharing joy and hope in the community'; along with the school values Respect, Compassion, Friendship, Service and Endurance. Through this we will ensure we are guided into good decisions to support all those in the St John's community.

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Boards 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 John's Church of England Primary School Governing Board 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 the date of this Policy, all governors of St John's Church of England VA 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 John's Church of England VA Primary School and are agreed by the Full Governing Board 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 Board:
 - 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.
 - The cost of travel relating only to travel to meetings/training courses at a rate of 24 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 LEA or any other source.
- Any other justifiable allowances.

A nominal fee of £10 can be claimed by a Governor for each academic year to cover administrative costs including; telephone charges, photocopying, printing, stationery, postage etc.

This Policy is prior approval to these claims and can be claimed any time during the School year and is not subject to being claimed within a 2 week period of the costs being incurred. All other administrative costs will require prior approval.

The Governing Board at St John's Church of England VA Primary School acknowledges that:

- 1 Governors may not be paid attendance allowance.
- 2 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 Clerk to the Governors), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred. These will be submitted for approval by the Chair of Governors and presented at the next Full Governing Board meeting for final approval.

Claims will be subject to independent audit scrutiny and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

St John's Church of England VA Primary School Governors Allowances Claims Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	p	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			