



GOVERNOR ALLOWANCES AND EXPENSES POLICY

The [Governance Handbook](#) (section 4.7.1, paragraph 73) says that Governing Bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to governors. 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 [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

Colleton Primary School's Governing Body believes that paying governor expenses in the specific categories outlined below is an appropriate use of school funds and is pursuant to our equality objectives and policy.

All governors (including Associate Governors) of Colleton Primary School will be entitled to claim the expenses that they incur, providing that they are incurred in the carrying out of their duties as a governor, or as a representative of Colleton School, and approved in advance, in the following circumstances:-

1. The cost of travelling standard class to training courses/meetings (save for meetings held at the School). If a private motor vehicle is used the cost of travel will be calculated at the rate of 45 pence per mile. If public transport is used the actual costs may be reimbursed.
2. Car parking charges for the duration of the training course/meeting.
3. Extra costs incurred because governors have a special need or English as a second language.
4. Child care or babysitting - Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. The maximum claim limit is £30.00 per day. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner, or other responsible adult who normally lives in the family home to care for his/her child(ren) at the time.
5. Care arrangements for an elderly or dependent relative - Costs may be claimed for situations similar to those for child care.

No other allowances will be paid.

The Governing Body of Colleton Primary School acknowledge that governors may not be paid attendance allowance and/or may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements should submit a claim form, together with any receipts, to the School Business Manager within 2 weeks of when the expenses were incurred. The claim will be submitted to the Chair of the Staff and Finance Committee for approval. No governor shall approve their own claim

for expenses. In this case, the expenses claim will be passed to the Chair or the Vice-Chair of the Full Governing Body for approval.

Responsibility: Staff and Finance Committee
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