Governors' Allowance Policy

St Luke's Primary School

Agreed by the Governing Board: November 2025

Next review: September 2027

Introduction

The School Governance Roles, Procedures and Allowances (England) Regulations 2013 make provision for allowances to be paid for certain expenditure necessarily incurred by Governors or Associate members when carrying out their duties. The aim of this document is to ensure that a Governor (or non-governor who is an associate member of the Governing Board) is not out of pocket where the school has derived a benefit from such outlay.

Please refer to the below for details pertaining to Governor Allowances and Expenses, annually presented to the Governing Board for review and ratification.

Governors' Allowances (Expenses)

Governors will be able to claim expenses with the approval of the Chair of the Governing Board, for any of the following:

- 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 LEA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Board 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 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. The claim form will be submitted to the Chair of the Governing Board for initial approval and then to the Finance, Premises & Personal Committee for final approval. In the event that the claim is from the Chair of the Governing Board, the claim will be submitted for initial approval by the Vice Chair of the Governing Board.

Claims will be subject to independent audit and may be investigated by the Chair of the Governing Board, or Vice Chair of the Governing Board in respect of the Chair of the Governing Board if they appear excessive or inconsistent.