



Tetney Primary School

Governor Allowances Policy

Date adopted	November 2024
Date of Review	November 2025

Contents

Statement	2
Conditions for Claiming	2
Governor Allowances: Claim Form	4

Statement

This policy 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. Tetney 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.

The governing body is very keen that no governor should incur any additional expense in carrying their role as a governor and would strongly encourage any governor to claim any legitimate expenses.

Conditions for Claiming

All governors of Tetney Primary School will be entitled to claim incurred costs under the following conditions:

1. Governors will be able to claim allowances providing these allowances are incurred in carrying out their duties as a Governor or representative of Tetney Primary School. These claims must be agreed by the Chair of Governors and Finance Governor as justified before they are reimbursed.
2. Governors will be able to claim for the following, on a case-by-case basis:
 - Childcare 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 ¹ or at a rate which does not exceed that specified 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 and postage occurring as a result of their duties as a governor;
 - Any other justifiable allowances (with prior approval).

¹ This rate will be ratified annually, or as appropriate

The Governing Body at Tetney 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 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, (a) when they will be submitted for approval by the Chair of Governors to be presented to the Finance Governor for final approval.

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

Governor Allowances: Claim Form

Name	
Address	
Date of Claim	

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

Signed.....

Item	£	p	Receipt attached ?
Childcare expenses			
Care arrangements for an elderly or dependent relative			
Support for governors with special needs			
Support for governors whose first language is not English			
Public transport to meetings / training courses			
Public transport / subsistence to national meetings or training events			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
Mileage to meetings or training events as detailed below			
From to Distance of miles @45p / mile			
From to Distance of miles @45p / mile			
TOTAL EXPENSES CLAIMED			

Approved by Date

This form should be submitted to the school Bursar at the school office, complete with receipts.