



“Loving and Learning Together, for Life, as Jesus taught us.”

Leonard Stanley C of E Primary

School Governor Allowance Policy

Title: Governor Allowance Policy

Person(s) who created policy: Head teacher/Governing

Body Date reviewed: Nov 2023

Review Frequency: Triennial

Date for next review Nov 2026

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

Leonard Stanley 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 26th November 2020 all Governors of Leonard Stanley School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances for the following, on a case-by-case basis, provided the allowances are incurred in carrying out their duties as a Governor or representative of Leonard Stanley Primary School, and are agreed by the Chair of the Finance, Premises and Personnel Committee that they are justified before any reimbursable costs are incurred.

- 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. If using a private vehicle, re-imbursements should be claimed using the appropriate HMRC approved mileage rate in place at the time of travel
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

All claims must be supported by receipts where relevant.

2. The Governing Board at Leonard Stanley Primary. School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Following agreement that the allowance claims are justified, Governors wishing to make a claim should complete a claims form (obtainable from the Clerk to the Governors/ School Office), attaching receipts, and return it to the school within two weeks of the date when the allowances were incurred.

Claims will be submitted to the Chair of Governors or Chair of Finance, Premises and Personnel for approval. All approved claims will be reported at the Finance, Premises and Personnel Committee.

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

This policy will be reviewed by the Governors on a triennial basis.