

# **Egerton Church of England Primary School**

*Together, we inspire, nurture and thrive*



**Perseverance**   **Compassion**   **Respect**   **Honesty**   **Forgiveness**   **Hope**

## **Governors' Allowance Policy**

### **Key Contact Personnel in School**

**Mrs Julia Head**

Headteacher

**Mr Ed Schryver**

Chair of Governors

Date reviewed: September 2025

Date agreed and ratified by Governing Body: October 2025

Date of next review: October 2026

This policy will be renewed annually

## School Vision

*Egerton inspires joy in life by cherishing childhood within a rich and creative learning journey. Our Christian values influence all decisions enabling our community to flourish. We nurture everyone to reach their full potential as God intends, mind, body and soul.*

The Governing Board in having a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme.

Egerton 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. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

All Governors of Egerton Church of England Primary School are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the governing board, in which they incur as follows:

- To attend governors' meetings, committee meetings, panel meetings and any other meeting, which as a governor you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services /diocese/Local Authority/training provider
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the chair of the board
- Casual visits to the school for school events do not qualify

Payments of expenses where these have been or are already met by the LA or any other body (e.g. diocese) are excluded from this policy.

## Expenses Allowances

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections:

1. **Childcare or babysitting allowances** (excluding payments to a current/former spouse or partner). Where a governor does not have a spouse, partner or other responsible adult to care for a child(ren) during a period of absence, in which that governor attends meetings of the Governing Board, its committees or in otherwise representing the school or Governing Board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of attendance at an after-school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted.
2. **Cost of care arrangements for an elderly or dependent relative** (excluding payments to a current/former spouse or partner/relative). Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence. Appropriate proof of payment will need to be submitted.
3. **Governors with a special need.** Where the school or Governing Board does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing care support. Appropriate proof of payment will need to be submitted.

4. **Governors whose first language is not English.** The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs. Appropriate proof of payment will need to be submitted.
5. **Telephone charges, photocopying costs, printer ink, postage and stationery.** May be reimbursed where the Governor is unable to use the facilities of the school or their own technology in the performance of any duty on behalf of the Governing Board. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
6. **Travel and subsistence.** Mileage, by the least expensive means as possible, may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the Governing Board (e.g. meetings, training courses, conferences, visits to other providers, etc.) is greater than 10 miles and does not exceed 30 miles. Where necessary, the cost of parking to enable attendance of governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard rail ticket. Mileage allowance will be reimbursed at the prevailing rate for school staff. Where governors share transport, only the driver may claim mileage expenses. The headteacher and any governor who is employed at the school will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend.

Subsistence costs associated with attending national meetings or training events will be payable at the current school rates unless these costs can be claimed from the LA or any other source.

## Claiming Expenses

Governors wishing to make claims under these arrangements, once prior approval has been sought, 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, when they will be submitted for approval by the chair of the board or vice chair in respect of the chair of the board.

Reimbursement will be made within a reasonable time frame.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the chair of the board (or vice chair in respect of the chair of the board).

## Monitoring Arrangements

The finance monitoring pair will monitor the spending as part of their monitoring duties and report back to the Board.

This policy will be reviewed annually

## Appendix 1: Governor Claim Form

Egerton Church of England Primary School

### Governor Claim Form

Name:.....

Address:.....

.....

Claim period:.....

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to Mrs S Hubbard, School Business Manager, C/O Egerton Church of England Primary School along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

Signed ..... School Business Manager

Signed ..... Chair of Governors

Date payment issued: .....