Wellstead Primary School
Sowing the Seeds of Success

WELLSTEAD PRIMARY SCHOOL

ALLOWANCE POLICY FOR SCHOOL GOVERNORS

Purpose

The governing body plays a key role in the leadership and management of the school. Individual governors should not be deterred from fully carrying out their role due to incidental costs.

Equality impact

This policy is referenced to the school's General Duty on equality, and should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

Overview

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the school's delegated budget.

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties. Where possible the expenditure should be agreed in principle in advance by the person with delegated responsibility.

This does not include an attendance allowance, or payment to cover loss of earnings.

The Wellstead School Resources Committee agreed on *1/10/2024* that the following expenses could be claimed from *September 2024*:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Members of the governing board may claim allowances by completing a claim form below and submitting it to the clerk to governors through the school office.

The clerk to the governors will check and authorise claims for £50 or less. Claims for more than £50 will be checked by the clerk and authorised for payment by the headteacher.

Allowances will only be paid on the provision of a receipt (where possible), and will be limited to the amount shown on the receipt.

Claims will be paid in arrears on a case-by-case basis.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates. Current rates are:

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Allowances can be paid to associate members.

WELLSTEAD PRIMARY SCHOOL
ALLOWANCE CLAIM FORM FOR SCHOOL GOVERNORS

Name:	Date:
Address:	Claim Period:
Postcode:	

I would like to claim the total sum of £……. for governor expenses as detailed below, and have attached any relevant receipts to support my claim.

Signed & Dated:	Approved & Dated:

Item	£	p
Care arrangements for an elderly or dependant relative		
Childcare/ Babysitting expenses		
Photocopying		
Postage		
Stationery		
Subsistence		
Support for governors with special needs		
Support for governors whose first language is not English		
Telephone charges		
Travel to meetings and Training courses		
TOTAL EXPENSES CLAIMED		

Document Information			
Approved on:	Autumn 2026	Responsibility:	Resources
Last Review:	Autumn 2025	Next Review:	Autumn 2027
Reviewed by:	Resources	Review Cycle:	Annual