



Allowances Policy for Governing Bodies

February 2025

Teaguesbridgeprimary.org

Governors Allowances Policy

Written on:	6 th April 2018
Reviewed on:	14 th February 2025
Next review on:	February 2026
Staff Responsibility	Mrs Smith
Governor responsibility	Stephen Reynolds

This policy statement has been developed in accordance with the education regulations. 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. Teagues Bridge governing body believes those paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors and so is an appropriate use of school funds. The specific items allowable reflect this objective.

From 2012, all governors of Teagues Bridge Primary School will be entitled to claim the actual costs which they incur as follows:

- Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of Teagues Bridge Primary School and are agreed by the Finance Committee that they are justified before and reimbursable costs are incurred
- Governors will be able to claim for the following, on a case by case basis and with the prior approval of the governing body:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner)
 - Cost of care arrangements for an elderly or dependent relative
 - The extra costs they incur in performing their duties wither 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 45p per mile which does not exceed the specified rates for school personnel

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- Travel and subsistence costs, payable at the current rates specified, associated with attending national meetings or training events unless these costs can be claimed from the Local Authority or any other source
- Telephone charges, photocopying, stationary, postage etc.
- Any other justifiable allowances

The Governing Body at Teagues Bridge Primary School acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form, attaching receipts where possible, and return it to school within two weeks of the date when the allowances were incurred, when they will be submitted for approval to Finance Committee.

Claims will be subject to independent audit and may be investigated by the Chair of Governors or chair of finance if they appear excessive or inconsistent with this policy.

This policy will be reviewed annually.

Key Messages:

- Governing bodies can continue to choose whether or not to pay allowances to governors. The department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.
- Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.
- Allowances for travel cannot exceed the authorised mileage rates. Payments for other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.

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- Governors cannot claim attendance allowances i.e. payment for attending meetings themselves or for loss of earnings.
- Allowances can be paid to governors serving on temporary governing bodies and to associate members.
- Governor allowances will continue to be paid from the school's delegated budget.