



Governor Allowance Policy

Holmer Lake Primary School

Policy- Document Status			
Date of Policy Creation	Spring 2021 – reviewed every 1 year	Named Responsibility	Headteacher Mrs H Kumar
Date of Policy Adoption by Governing Body		Autumn 2025	
Review date:		Autumn 2026	

Introduction

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2013. 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. Holmer Lake 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 and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Since 1st September 2008, all governors of Holmer Lake Primary School have been entitled to claim the actual costs which they incur as follows:-

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of Holmer Lake Primary School and are agreed by the Full Governing Body that they are justified before and reimbursable costs are incurred
2. 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 baby sitting allowances (excluding payments to a current/former spouse or partner)
 - Costs 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 45p per mile which does not exceed the specified rates for school personnel.
 - 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, stationery, postage etc.
 - Any other justifiable allowances.

The Governing Body at Holmer Lake 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, once prior approval has been sought, should complete a claims form, 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 to the Finance Committee.

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

The Governing Body must ensure that expenses are due to focusing strongly on three core functions:

- setting the vision and strategic direction of school;
- holding the headteacher to account for its educational performance; and
- ensuring financial resources are well spent.

Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings.

This policy will be reviewed annually.



Holmer Lake Primary School Claim Form

Name:	School:
Address:	Date;
Post code:	Claim period

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

Signed.....

Date.....

	£	p
Childcare/babysitting		
Care arrangements for elderly/dependent relative		
Support for governor with special needs		
Support for governor whose first language is not English		
Travel to meetings/training events		
Travel/subsistence to national meetings or training events		
Postage		
Photocopying		
Stationery		
Telephone charges		
Other (please specify)		
TOTAL CLAIMED		

This form should be submitted to: Mrs Kumar.