Governor Allowances Policy

September 2026

Version 3.3

Date of approval by headteacher: 30.09.26

Date of ratification by governors: 07.10.26

Next review date: September 2027

1 Legal Framework

1.1 This policy has due regard to the following legislation, including, but not limited to:

- *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013*
- *DfE Governors' Handbook 2020*

1.2 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. Sonning Common 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.

2 What governors can claim for

2.1 Governors of Sonning Common Primary School (SCPS) are entitled to claim the actual costs which they incur, providing the allowances are incurred in carrying out their duties, as a Governor or representative of SCPS, and are agreed by the relevant committee that they are justified before any reimbursable costs are incurred.

2.2 Governors can 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);*
- *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 at a rate of per mile which does not exceed the specified rates for school personnel;*
- *Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;*
- *Telephone charges, photocopying, stationery, postage etc;*
- *Any other justifiable allowances.*

2.3 The Governing Body at Sonning Common Primary acknowledges that:

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

2.4 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (see Appendix A), 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 Resources Committee.

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

3 Dissemination

The Policy is available on the school web site and a paper copy is available from the school admin office on request.

4 Reviewing the Policy

This policy will be reviewed annually by the Governors and changes made to ensure that the Policy is relevant and up to date.

5 Appendix A

Claims Form

Name:	**Name of School:** Sonning Common Primary School
Address	**Date:**
Post Code	**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: .....

	£	p
Childcare/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to the school office.

Authorised by: Date:

Chair of Resources committee