SAINT JOHN'S

Governors' Allowances Policy

Designated Member of Staff	Head Teacher
Frequency of Review	Annual

Issue Number	Issue Date	Summary of Changes
1	December 2021	Re-formatting of the policy
2	December 2022	Governor review and approval
3	September 2023	Reviewed and approved at FGB T1
4	October 2024	Reviewed and approved at FGB T1
5	September 2025	Reviewed and approved at FGB1
6	September 2026	Reviewed and approved at FGB1

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 gives 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.

Saint John's CE 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.

All governors of Saint John's CE Primary School are entitled to claim the actual costs of expenditure necessarily incurred for the purpose of enabling them to perform any duty, being either travel payments, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

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)
- 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 not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate as published from time to time, unless these costs can be claimed from the LA or any other source
- Telephone charges, photocopying, stationery, postage etc
- Any other justifiable allowances.

The Governing Body at Saint John's 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 (obtainable from the Clerk to the Governors), attaching receipts, 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 Governors or Chair of Resources/Finances to be presented to the Resources/Finance Committee for final approval.

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