



Aldermaston
CE Primary
School

Governors' Allowances Policy

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The Governance Guide for maintained schools says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

Aldermaston School Governing Board believe 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 the school are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances, with the approval of the Governing Board, providing the expenses are incurred whilst carrying out their duties as a Governor or representative of Aldermaston.
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 with registered child-minder/babysitter (excluding payments to a family member or 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;
 - Cost of travel to meetings and training, other than termly governors' and committee meetings held at the school;
 - 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 LA or any other source; not exceeding Her Majesty's Revenue & Customs' Approved Mileage Rates as published.
 - Telephone charges relating to school business and governance; Photocopying, stationery, postage etc.
3. The Governing Board at Aldermaston 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 approval has been sought, should complete a claims form (obtainable from the school office), attaching receipts where possible, and return it to the school within two weeks of the date when the expenses were incurred. Reimbursement will be made within a reasonable time frame.

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

This policy will be reviewed every year.