Governors' Allowance Policy

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Policy Created by;	L.Wordsworth/ C.Stott
Policy Agreed by Governors;	July 2026
To be reviewed;	July 2027
UNCRC (United Nation Convention of the Rights of a Child) Articles included in this policy;	1, 2, 3, 4, 5, 6, 12, 15, 16, 17, 23, 24, 28, 34, 36 and 39

Our Mission Statement

Together we grow in faith, knowledge and love.

Together we show respect, kindness and confidence.

Together our community shines.

Our Mission Statement highlights the power of unity and shared values in fostering growth and positive relationships within a community. At St Anne's we work together with respect, kindness and confidence to truly make a difference. We aim to meet the needs of every child through a challenging, enriched curriculum. Providing a safe, secure and stimulating learning environment. We know when we come together our community thrives and shines

1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The DfE sets out guidance on the strategic leadership and governance of local-authority-maintained schools. 4.11 sets out guidance on allowance, expenses and other payments
https://www.gov.uk/guidance/governance-in-maintained-schools/4-people

If the governing body has a delegated budget, they can pay allowances or expenses to governors and associate members appointed by the governing body (see School governance (roles, procedures and allowances)(England) Regulations 2013). This **must** be:

- in accordance with a policy or scheme created by the school and approved by the governing body
- for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings
- paid at a rate set out in the scheme and limited to the amount shown on the provided receipt

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form and submitting it to the School Business Manager, c/o St Anne's R.C Primary School. Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.

- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 1).

4. Monitoring arrangements

This policy will be reviewed annually by the Governing Body any amendments will be presented at a meeting of the full governing board.

Appendix1: approved mileage rates

The table below shows HMRC's current approved mileage rates, as set out on the following website https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances

From tax year 2011 to 2012 onwards	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p