

St John's Upper Holloway CE Primary School



Governors' allowances policy

November 2023

Date of policy: November 2023

Review date: November 2026

In accordance with the Education (Governors' Allowances) Regulations 2003, made under sections 19 (3) and 210 (7) of the Education Act 2002, it is St John's Upper Holloway CE Primary School's intention that governors should not be out of pocket for the work they do as governors. This policy therefore establishes a scheme whereby Governors are be able to claim for any expenditure necessarily incurred in carrying out governor duties.

Examples of expenses which Governors can claim for are as follows:

- child care or baby sitting expenses;
- care arrangements for an elderly or dependant relative;
- telephone charges, photocopying, stationery etc; and
- travel and subsistence (i.e. reimbursement for meals purchased that would not have otherwise been bought).

In line with the Regulations, St John's Upper Holloway Governors cannot claim attendance allowances (i.e. payment for attending meetings themselves) or for loss of earnings.

St John's Governors should seek to ensure that the expenses they incur are necessary for the performance of their duties and at a reasonable level. Payments of all allowances, other than those for travel by private vehicle and for childcare or baby sitting, will be made on provision of a receipt. The amount to be paid will be limited to the amount shown on the receipt. Allowances for travel by private vehicle will be paid in accordance with Inland Revenue Authorised Mileage Rates. These rates are changed annually and can be found on the Inland Revenue website: www.inlandrevenue.gov.uk

Governor allowances will be paid from the School's delegated budget. Provision for these allowances will be made in the budget at the start of each year. Governors will subsequently monitor the level of claims closely during the year.

Approved by governors _____ (chair of resources committee) on _____ (date)

Approved by head _____ on _____