



Governors' Allowances policy

Alwyn Infant School and Courthouse Junior School

Approved by:	Governing Board	Date: Spring 2025
Last reviewed on:	Spring 2022	
Next review due by:	Spring 2028	

Introduction

This policy has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. The Governing Board of The Alwyn and Courthouse Federation 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.

Scope of Expenses

Governors will be able to claim for the following;

- Childcare or babysitting costs (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 45p per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rate specified by the School, 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 costs.

The Governing Board of the Alwyn and Courthouse Federation acknowledges that:-

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

Financial Approval and Administration

The Chair of the Governing Board (and in their absence Vice-Chair) can approve expense claims up to the value of £50. Any claims above this value must be submitted to the Full Governing Body for approval. Once approved, claims should be submitted to the school finance office with any relevant receipts for payment.

All expense claims made by the Chair of Governors must be submitted to the FGB for 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.