



**WOODTHORPE INFANT SCHOOL**

**Governor Allowances Policy**

**Updated September 2025**

**Signed: E Bowler (Head Teacher)**

**Signed: C Shepherd (Chair of Governors)**

## **Introduction**

This policy statement 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 allowances which they incur in carrying out their duties.

Woodthorpe Infant School's 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.

## **Governor Allowances**

**All governors of Woodthorpe Infant School will be entitled to claim the actual costs which they incur as follows:**

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Woodthorpe Infant School, and are agreed by the Finance and Personnel Committee that they are justified before any reimbursable costs are incurred.
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 (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 45 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances as agreed by the Chair of Governors (in advance of expenditure being made).

**The Governing Body at Woodthorpe Infant School acknowledges that:**

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

## **Making an Expenses Claim**

Governors wishing to make claims under these arrangements, once prior approval has been sought from the Chair of Governors, should complete a claims form (obtainable from the school's office manager), attaching receipts where possible, 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 to be presented to the Finance and Personnel Committee for final approval.

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

## Governor Allowances Claim Form

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Claim Period:</b>	

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	<b>Date</b>	<b>£</b>
<b>Child care/Babysitting expenses</b>		
<b>Care arrangements for an elderly or dependent relative</b>		
<b>Support for governors with special needs</b>		
<b>Support for governors whose first language is not English</b>		
<b>Travel to meetings/training courses</b>		
<b>Travel/subsistence to national meetings or training events</b>		
<b>Telephone Charges</b>		
<b>Postage</b>		
<b>Photocopying</b>		
<b>Stationery</b>		
<b>Other (please specify)</b>		
<b>TOTAL EXPENSES CLAIMED</b>		