



St Paul's Catholic Primary School

Governor Allowance Policy

Mission:

Our pupils and all members of our school community encompass, celebrate and live our values by:

Journeying together, The St Paul's Way.

Our Vision

An exceptional community where acceptance, compassion and diversity is valued. We will encourage and inspire our children to serve God for the good of all, to excel in their learning and be resilient and caring. Our community will recognise, celebrate and protect God's gift of the world through the provision of a creative, relevant and ambitious curriculum which enables our children to be confident and prepared for modern life.

Our Values:

Respect, Friendship, Perseverance, Honesty, Caring, Thankfulness and Confidence which are rooted in the Gospels of Jesus Christ and we support and encourage those values which form our modern British Society – Democracy, Rule of Law, Individual liberty, mutual respect and tolerance (value) of those of different faiths and beliefs.

Signed (chair): <i>C Lawler.</i>	Name: Carol Lawler	Date: 1 st July 2025
Signed (Head):	Name: Maxine Sewell	Date: 1 st July 2025
Ratified by: Governing Body on: 1 st July 2025		Next Review: July 2026

Equality Impact Assessment (EIA)

Part 1: EIA Screening

Policies, Procedures or Practices		Date	June 2024
EIA CARRIED OUT BY:	Carol Lawler	EIA APPROVED BY:	Maxine Sewell

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		YES
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		YES
Trans Gender		YES
Marriage and civil partnership		YES
Pregnancy and maternity		YES
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		YES
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		YES
Gender (male, female)		YES
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		YES

Any adverse impacts are explored in a Full Impact Assessment.

Rational

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 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.

St Paul's Catholic Primary School Governing Body believes that paying governors allowances, as in the specific categories as set out below, is important in ensuring an equality of opportunity for all members of the community to serve as governors and so is an appropriate use of school funds. The specific items allowable reflect this objective.

Therefore all governors of St Paul's Catholic Primary School will be entitled to claim the 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 St Paul's Catholic Primary School, and are agreed by the Resources Committee that they are justified **before** any reimbursable costs are incurred. : Governors can request approval for the type of claim for the academic year, rather than on an individual claim basis.
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:
 - a) Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner), up to a maximum amount of £10 per hour and a maximum of 18 hours a financial year. This includes extra costs incurred by their children attending Breakfast Club , where this is additional to their normal everyday arrangements
 - b) Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) up to a maximum amount of £10 per hour and a maximum of 18 hours a financial year,
 - c) The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - d) The cost of travel relating only to travel to meetings (other than meetings at the school or local vicinity) and training courses (other than training courses at the school or local vicinity) at a rate of 45 pence per mile.
 - e) 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;
 - f) Telephone charges, photocopying, stationery, postage etc. up to an amount of £30 per Governor per financial year (it is expected that any large volumes of calls, stationary, postage etc. should be carried out at the school using the school's resources)

The Governing Body at St Paul's Catholic Primary School 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, should firstly seek prior approval from the Resources Committee via the current Chair of that committee: Governors can request approval for the type of claim for the academic year, rather than on an individual basis. One approval has been given,

Governors should then, after expenditure, complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School, marked FAO the Chair of Resources or the Chair of Governors, within two weeks of the date when the allowances were incurred. The claim will then be submitted for approval by the Chair of Governors or Chair of Resources and presented to the Resources Committee for final approval at their next scheduled meeting. (More than one claim can be submitted at a time providing approval for the expenditure has been granted, prior to expenditure – see point 1)

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.

This policy will be reviewed by the Governors on an annual basis.

Review

This policy will be reviewed by the Resources Committee and presented to the FGB for approval.

Approved by Governors on:

Date: 1st July 2025

Review Period: Annually

Next Review due July 2026