



Our Lady of Lourdes Catholic Primary School

Governors Allowances Policy

| | | |
|--|----------------------|----------------------------|
| Signed Electronically by Chair of Governors: <i>J Curran</i> | Name: Joan Curran | Date: 27.01.2026 |
| Signed Electronically by Headteacher: <i>M Wilson</i> | Name: Meg Wilson | Date: 27.01.2026 |
| Ratified by: Governing Body on 12.10.2023 Reviewed 14.10.2024 and approved by FGB on 22.10.2024 Reviewed 01.12.2025 (no changes) and to be approved by Full Governing Body on 27.01.2026 | | Next Review: by 31.01.2027 |

Equality Impact Assessment (EIA) Part 1: EIA Screening

| | | | |
|--|----------------------|------------------|---|
| Policies, Procedures or Practices | Governors Allowances | Date | 12.10.2023, 14.10.2024 & 01.12.2025 |
| EIA CARRIED OUT BY: | Jayne Russell | EIA APPROVED BY: | Joan Curran |

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) | All groups will be treated fairly and equally, with no bias, discrimination or preferential treatment. | All groups will be treated fairly and equally, with no bias, discrimination or preferential treatment. |
| Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication). | As above | As above |
| Gender Reassignment (transsexual) | As above | As above |
| Marriage and civil partnership | As above | As above |
| Pregnancy and maternity | As above | As above |
| Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers) | As above | As above |
| Religion or belief (practices of worship, religious or cultural observance, including non-belief) | As above | As above |
| Gender (male, female) | As above | As above |
| Sexual orientation (gay, lesbian, bisexual; actual or perceived) | As above | As above |

Any adverse impacts are explored in a Full Impact Assessment.

At Our Lady of Lourdes Catholic Primary School, we seek to create a unique and enabling community whereby children and staff are encouraged to journey beyond their expectations – academically, socially and spiritually – within a culture based on Gospel Values.

Love, Live and Learn as Jesus Taught Us

Contents

| | |
|--|---|
| 1. Aims | 4 |
| 2. Legislation and guidance | 4 |
| 3. Overview | 4 |
| 4. Monitoring arrangements | 4 |
| Appendix 1: Governor claim form | 5 |
| Appendix 2: approved mileage rates | 6 |

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 Governance Guide for maintained schools says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

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 (see appendix 1) and submitting it to the Chair of Governors, Joan Curran, by email to joan.curran@olol.org.uk

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 governing board **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 2).

4. Monitoring arrangements

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

Appendix 1: Governor claim form

Our Lady of Lourdes Catholic Primary School

Governor claim form

Name: _____

Address: _____

Claim period: _____

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

Signed: _____

Date: _____

| EXPENSE TYPE | £ |
|--|---|
| Childcare | |
| Care arrangements for dependent relatives | |
| Support for a special need or English as a second language | |
| Travel or subsistence | |
| Telephone charges, photocopying, postage or stationery | |
| Other (please specify) | |
| Total expenses claimed | |

This form should be submitted to the Chair of Governors, Joan Curran by email at joan.curran@olol.org.uk along with any relevant receipts.

The form should be submitted within 14 days of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

| TYPE OF VEHICLE | FIRST 10,000 MILES | ABOVE 10,000 MILES |
|-----------------|--------------------|--------------------|
| Cars and vans | 45p | 25p |
| Motorcycles | 24p | 24p |
| Bikes | 20p | 20p |