

Governors' Allowances Policy

Reviewed: January 2026
To be reviewed: January 2028
Author: Andy Walker

Farndon Primary School
Churton Road
Farndon

Governors' Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003 (Appendix B). 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. Farndon Primary School 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.

All reasonable expense claims subject to approval by Chair of the Leadership and Management Committee.
All governors of Farndon Primary will be entitled to claim the following, upon completion of the appropriate Claim Form (Appendix A) and appropriate receipt (where appropriate), as follows:

- Childcare or baby sitting allowances (excluding payments to a current/former spouse or partner); If after school and before 6, children can be in FACE at **no charge**.
- 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 the current rate specified for non teaching staff;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Farndon 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, once prior approval has been sought, should complete a Claims Form (obtainable from the School Office – Appendix A), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred. The Claim Form will be submitted to the Leadership & Management Committee for approval at their next meeting. (The L&M Committee meet at least once per term.)

Claims will be subject to audit and may be investigated if they appear excessive or inconsistent.

Confirmation the *Governors' Allowances Policy* in respect of Farndon Primary School has been discussed and adopted by the Governing Body

Headteacher: A Walker *Date: January 2026*

To be reviewed: January 2028

APPENDIX 1



GOVERNOR EXPENSES CLAIMS FORM

Governor Name:	Name of School:
Address	Date:
	Claim Period:

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

Signed……

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

This form should be submitted to Susanne Knight(SB M) within 2 weeks of expenses being incurred

Approval:

Chair of L&M Committee _____

Date approved by L&M Committee _____

APPENDIX 2

DfES Regulations: Paying Allowances to School Governors (September 2003)

Key Messages

- *Governing bodies can continue to choose whether or not to pay allowances to governors. The Department thinks that it is good practice to pay such allowances as governors should not be out of pocket for the valuable work they do. Governors should be able to claim legitimate allowances where governing bodies have set up schemes to make such payments.*

- *Payments can be made for any expenditure necessarily incurred by individual governors to enable them to carry out governor duties.*

- *Allowances for travel cannot exceed the Inland Revenue Authorised Mileage Rates. Payments of other allowances must only be made on provision of a receipt. The amount to be paid should be determined by the governing body and be limited to the amount shown on the receipt.*

- *Governors cannot claim attendance allowances i.e. payment for attending meetings themselves, or for loss of earnings.*

- *Governor allowances will continue to be paid from the school's delegated budget.*