



Leamington Federation
Sydenham Primary School and Lighthorne Heath
Governors' Allowances Policy

The governing body shall conduct the school with a view to promoting high standards of educational achievement.

Status:

Statutory

Purpose:

We believe that the governing body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs. The Education (Governors Allowances) Regulations 1999 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. Providing the allowances are incurred in carrying out their duties as a Governor, the following expenses (actual costs) may be claimed in the **2024/2025** school year:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of up to £5 per hour
- care arrangements for a dependent (other than done by a resident and responsible person at the home address) at a rate of up to £5 per hour
- the extra costs incurred to support those governors with special educational needs (e.g. audio equipment) or whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery, etc.
- the reasonable cost of meals incurred whilst at meetings / training courses if not provided in the package.
- any other justifiable expenses.

The Governing Body acknowledges that:

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

With the school's severely constrained financial resources, it is expected that only in case of genuine financial need will Governors seek to claim for expenses. If possible Governors should advise the school in advance that they may need to claim for expenses in order that the expenses can be taken into account in planning the budget.

Claims:

Governors wishing to make a claim under these arrangements should complete a claim form (see Appendix) and submit it to the School within four weeks of the date when the allowances were incurred. Forms will be submitted for approval by the Finance Governor to be presented to the Finance Monitoring Pair for final approval. In the event of a need for more timely settlement of expenses, some discretion may be possible to approve the claim prior to the Resources Committee meeting with approval from the Chair of Governors and Head Teacher.

Relationship to other policies:

The school's equality policy is noted here. The Governing Body believes that paying governors' allowances, in specific categories as set out above, 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.

Arrangements for monitoring and evaluation:

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out. Claims can be subject to independent audit and may be investigated by the Chair of Governors (or Finance Governor in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy was ratified: September 2024

And will be reviewed: September 2025

Signed by the Head Teacher: 

Chair of Governors: Richard Butler

Appendices:

Car Allowances

	Engine Capacity
All Users	All sizes
Per mile first 10,000	40.0p
Per mile after 10,000	25.0p

Subsistence Rates

	Maximum allowance	
Breakfast	£4.48	If you set out before 7.30 a.m
Lunch	£6.17	If you are away between 12.15 – 14.15
Tea	£2.43	If you arrive home after 18.30 but before 20.30
Dinner	£7.64	If you arrive home after 20.30 p.m



Governor Claims Form



Name:	Name of School:
Address:	Date of form completion:
Post Code:	Claim Period (i.e. date range in which expenses have been incurred) :

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

Signed: _____

	Date	Amount £
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		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
TOTAL EXPENSES CLAIMED		