



Governor Allowances Policy

Approved by: FGB

12 September 2023

Review: Annually

Next Review: September 2024

The School Governance (Procedures and Allowances (England) Regulations 2013 give Governing Boards the discretion to pay governors certain out of pocket expenses they incur in carrying out their duties from the school annual budget allocation.

Slimbridge Primary School Governing Board believes that allowing its governors the opportunity to claim allowances, in specific categories as set out below, is important to ensure 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 governors of Slimbridge School are entitled to claim the actual costs which they incur, as follows:

1. Governors can claim allowances providing these are incurred in carrying out their duties, as a Governor or representative of Slimbridge School, and are agreed by the Chairs and Finance Governor that they are justified before any reimbursable costs are incurred.
2. Governors can claim for reasonable expenses within the following categories:
 - Childcare or babysitting 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
 - Reasonable travel and subsistence costs associated with attending national meetings or training events, unless these costs can be claimed from any other source
 - Incidental expenses such as telephone charges, photocopying, stationery, postage
 - Any other justifiable allowances.
3. The Governing Board at Slimbridge School acknowledges that:
 - Governors may not be paid attendance allowance
 - Governors may not be reimbursed for loss of earnings.
4. Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the school within 2 weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chairs and Finance Governor for final approval.

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.

Signed: _____ (Chair of Governors)

Date: September 2023