

FROM GREAT TO AMAZING

Governors Allowance Policy 2025-28

RESPECT, RESPONSIBILITY, EXCELLENCE, FRIENDSHIP

Review Date: **March 2025**

Next Review: **March 2028**

Signed (Headteacher) **A Cassius**

Signed (Chair of Governors) **N Skivington**



Governors' Allowance Policy

This policy statement has been developed in accordance with the Education (Governors' Allowance) Regulations 2003. 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. Suffolks Primary School's 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.

From 26th March 2025 all Governors of Suffolks Primary School will be entitled to claim the actual costs, which they will incur as follows:

1. Governors will be able to claim allowances providing all allowances are incurred in carrying out their duties as a Governor or representative of Suffolks Primary School.
2. Governors will be able to claim for the following, on a case by case basis and with the approval of the Governing Body:
 - 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 cost 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 rates, which do not exceed the specific rates for school personnel.
 - Travel and subsistent 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 LEA or any other source.
 - Telephone charges, photocopying, stationery, postage etc.
 - Any other justifiable allowances.

The Governing Body at Suffolks Primary School acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (available from the School Office), attaching receipts where possible and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee 9which meets at least once per term) 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.