

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Policy for Governor Allowances

Name of Unit/Premises/Centre/School	Four Marks CE Primary School
Date of Last Policy Review	January 2026
Date of next Review	January 2029
Name of Responsible Manager/Headteacher	Warren Glew
Signature of Responsible Manager/Headteacher	

Our policies reflect our Christian ethos.

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2013. 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. Four Marks 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.

From January 2020, all governors of Four Marks Primary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Four Marks Primary School, and are agreed by the Full Governing Board that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior 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 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 HCC standard mileage rate which does not exceed the specified rates for school personnel.
- Travel and subsistence 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 local authority or any other source.
- Telephone charges, photocopying, stationery, postage etc.
- Any other justifiable allowances.

The Governing Body at Four Marks 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 should:

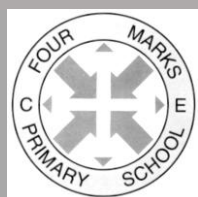
- obtain prior approval.
- complete a claims form (Appendix 1), attaching receipts
- return their completed claim to the School Office within two weeks from the date when the allowances were incurred.

Approval Process:

- Completed claims will be submitted to the Chair of Resources Committee for approval.
- All approved claims will be reviewed by the Resources Committee (which meets at least once per half-term).
- Any claims submitted by the Chair of the Resources committee will be submitted to the Chair of Governors for approval.

All claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Resources in respect of the Chair of Governors) if they appear excessive or inconsistent.

Appendix 1



FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

Governor Allowances Claim Form

Name of Governor	
Address:	Date:
Post Code:	Claim Period:
- I claim the total sum of £ _____ for governor expenses as detailed below. - I have attached relevant receipts to support my claim.	
Signed:	

	£	p
Childcare/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		

This form should be submitted to the school office.