



Ledbury Primary School

GOVERNOR ALLOWANCES POLICY

Next review date: September 2026

Reviewed and Update on:	Changes made/notes:
Vs. 2.0 September 2025	Updated Mrs. S. Fletcher. Approved by Governing Board
Vs 1.9 September 2024	Updated Mrs. S. Fletcher. Approved by Governing Board
Vs 1.8 September 2023	Updated Mrs. S. Fletcher. Approved by Governing Board
Vs 1.7 November 2022	Updated Mrs H. Crowley. Approved by Governing Board
Vs 1.6 November 2021	Updated Mrs H. Crowley. Approved by Governing Board
Vs 1.5 November 2020	Updated Mrs H. Crowley. Approved by Governing Board

GOVERNORS' ALLOWANCES POLICY

The legislation on governors' allowances is set out in the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#) . This gives Governing Boards the discretion to pay allowances, from the school's annual budget allocation, to governors for certain expenditure which they incur in carrying out their duties.

The Governing Board of Ledbury Primary School 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 Governors can claim allowances providing the costs are incurred in carrying out their duties, as a Governor or representative of Ledbury Primary School, and are agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.

Governors may claim for the following, on a case-by-case basis:

- Childcare or baby-sitting 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, to be agreed in advance with the Chair of the Resources Committee, associated with attending national meetings or training events, unless these costs can be claimed from the any other source;
- Telephone charges, photocopying, stationery, postage etc., where the Governor is unable to use the school's facilities.
- Any other justifiable allowances.

The Governing Board at Ledbury 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 seek prior approval by a member of the Resources Committee and should complete a claim form (obtainable from school) attaching receipts where possible. Claims will be monitored by the Resources Committee and reported to the full Governing Board.

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

LEDBURY PRIMARY SCHOOL

Governor Expenses Claim Form



Name

Date

Address	
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 _____

[illegible]

THIS SECTION IS FOR SCHOOL USE ONLY

Goods Received	Prices & Arithmetic
Meetings Attended	Checked

AUTHORISED BY:	DATE:
----------------	-------

PAYMENT DETAILS:
