



# Governors' Allowance Policy

Last reviewed: September 2026

Next review due: September 2027

1. Governors may claim allowances in respect of the actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the Governing Body.
2. Governors may not claim for actual or potential loss of earnings or income
3. All Governors (and any Associated Members) are eligible to claim allowances in accordance with this scheme.
4. The role of our school governor is a voluntary one. If agreed by the Governing Body, governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees/working groups, undertaking governor development, and otherwise acting on behalf of the Governing Board.
5. The Colburn Community Primary School Governing Board believes that offering expenses for governors is an appropriate use of school funding, as it helps to ensure equality of opportunity for those wishing to serve as a governor.

### **Eligible Expenses**

6. Categories of eligible expenditure are as follows:
  - Child care or baby-sitting expenses, where these are not provided by a relative or partner
  - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
  - Telephone calls and postage
  - Travel
  - Subsistence

### **Allowance Rates**

7. Rates at which allowances are payable are as follows:
  - Care arrangement: actual cost incurred up to a maximum of £20.00 per hour. In exceptional circumstances such as other sums as may be agreed by the Chair of Governors prior to any cost being incurred;
  - Telephone calls and postage: Actual costs incurred

### **How to claim**

8. All claims must be submitted to the Headteacher within one month of the expenditure being incurred (except for telephone calls). Claim forms can be obtained from the administrator
9. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt
10. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.
11. The schools' normal systems for authorising and processing payments will apply to claims made under this scheme.
12. The Governing Body will monitor the spend as part of their monitoring duties