



Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School



Governors' Allowances & Expenses Policy

Approved
Summer 2024



Purpose

This policy is intended to ensure consistency across the school in terms of governor's claims for expenses.

The Education (Governors' Allowances) Regulations 2003 allow for *"payments by way of allowance in respect of expenditure necessarily incurred for the purposes of enabling the individual to perform any duty"*.

Governors cannot be paid attendance allowances or for any loss of earnings.

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the governing body's commitment to ensuring equality of participation for all governors.

Where a governor has a particular need that results in costs being incurred in the performance of any duty on behalf of the governing body, including attendance at training, that governor may apply to the FPR Committee for reimbursement prior to incurring the expense. Applications will be considered on an individual basis.

In addition, the Chair of Governors may authorise the following expenses

- **Care arrangements for a dependent.** Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence up to a maximum rate of £10 per hour.
- **Travel and subsistence.** The use of public transport is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. Other travel will be reimbursed according to current HMRC approved mileage rates (<http://www.hmrc.gov.uk/rates/travel.htm>)

Payments of expenses where these have been, or are already met by the local authority or other body are excluded from this policy.

Governors are welcome to use the facilities of the school (for example, email, telephone, photocopying and stationery) in the performance of any duty on behalf of the governing body.

Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim immediately using the Claim Form (below). Claims should be submitted to the School Office Manager and authorised by the Chair of Governors.

Updated: Summer 2024

Next Review: Summer 2027



Governors' Expenses Claim Form

Name of Governor:		
Date of claim:		
Reason for claim:	Care arrangements for a dependent	Travel and subsistence
Why did this claim arise? E.g. Full governing body meeting, Committee meeting etc.		
Amount claimed (wherever possible, please attach receipt)		
Signed (claimant, may be signed electronically via email)		
Authorised (Chair of Governors, may be signed electronically via email)		
Date Paid:		