

**ST AIDAN'S**  
Voluntary Controlled  
**PRIMARY SCHOOL**

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## **Governor allowances policy**

### **Introduction**

This policy has been developed in accordance with the Education Regulations, 2003 (Governors' Allowances). These regulations give governing bodies the discretion to pay allowances from the school's annual budget allocations to governors for certain expenses which they incur in carrying out their duties.

At St Aidan's, the Governing Body believes that paying governors' expenses, in specific categories as set out below, is important to ensure equality of opportunity for all members of the community to serve as governors and so is an appropriate use of school funds. The specific items allowable reflect this objective.

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## **1 Permissible claims**

The governors of St Aidan's Primary School are normally entitled to claim up to £150 per annum against certain costs they incur in carrying out their duties as governors or as representatives of the school. In exceptional circumstances, amounts in excess of £150 will be considered by the Resources committee.

- 1.1 Governors are entitled to claim for the following on a case-by-case basis:
- cost of childcare or babysitting (excluding payment to a current or former spouse or partner);
  - cost of care arrangements for an elderly or dependent relative (excluding payment to a current or former spouse or partner);
  - extra costs incurred in performing their duties either because they have special needs or because English is not their first language;
  - cost of travel to and from meetings or training courses at a rate of 0.45p per mile;
  - reasonable travel and subsistence costs associated with attending national meetings or training events;
  - telephone charges, photocopying, stationery, postage etc;
  - any other justifiable allowances agreed by the Resources committee.
- 1.2 Governors are not paid attendance allowances or reimbursed for loss of earnings.

## **2 Making a claim**

Governors wishing to make a claim should:

- a. Obtain approval from the Resources committee.
- b. Complete a claim form (Appendix 1: obtainable from the school office).
- c. Attach receipts where possible.
- d. Return it to the school as soon as is practicable.

The claim will be submitted to the Chair of Governors or Chair of the Resources committee for final approval.

## **3 Claim investigations**

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

## **4 Monitoring and review**

This policy will be monitored by the Resources committee and reviewed annually.

Date of policy: **SEPTEMBER 2022**

Policy ratified: ..... (Signature) ..... (Date)

Review due: **SEPTEMBER 2023**

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Headteacher: Anne Etechells



**Governor allowance claim form**

Name.....

I claim the total sum of £..... for governor expenses as detailed below.  
Attached are relevant receipts to support this claim.

Signed..... Date: .....

<b>Expenditure</b>	<b>£</b>	<b>p</b>
Child care / babysitting		
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 for national meetings / training events		
Telephone / stationery / photocopying / postage		
Other (please specify)		
<b>Total Expenses claimed</b>		

Please return this form to:  
Ms Louisa Mildwater  
School Office Manager