

PADNELL INFANT SCHOOL

BOARD OF GOVERNORS



GOVERNORS' ALLOWANCE POLICY

Name of Unit/Premises/Centre/School	Padnell Infant School
Date of Policy Review	July 2026
Date of Next Review	July 2027
Name of Headteacher	Mrs Mandy Grayson

Administration Record

Issue	Modification	Approved
1	Resources Committee Approval	14 November 2016
1.2	Full Governing Body Approval	28 November 2016
2	Full Governing Body Approval	27 November 2017
3	Full Governing Body Approval	29 October 2018
4	Full Governing Body Approval	15 July 2019
5	Full Governing Body Approval	13 July 2020
6	Full Governing Body Approval	12 July 2021
7	Full Governing Body Approval	11 July 2022
8	Full Governing Body Approval	10 July 2023
9	Full Governing Body Approval	8 July 2024
10	Full Governing Body Approval	14 July 2025
11	For FGB approval	13 July 2026

Contents Page

Administration Record	2
Contents Page.....	3
1 Introduction.....	4

1 Introduction

- 1.1.1 This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) 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. Padnell Infant School governing body believes that paying governor's 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.
- 1.1.2 From 25th June 2008, all governors of Padnell Infant School will be entitled to claim the actual costs which they incur as follows:
- 1.1.3 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or representative of Padnell Infant School, and are agreed by the chair that they are justified before any reimbursable costs are incurred.
- 1.1.4 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 allowances (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for a 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 the HCC rate a rate equal to 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 (LA) or any other source;
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.
- 1.1.5 The governing body at Padnell Infant School acknowledges that:
- Governors may not be paid attendance allowances;
 - Governors may not be reimbursed for loss of earnings;

- 1.1.6 Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the chair to be presented to the full governing body for final approval.
- 1.1.7 Claims will be subject to independent audit and may be investigated by the chair of governors or vice chair if they appear excessive or inconsistent.
- 1.1.8 This policy will be reviewed annually.