



**Sandford St. Martin's**  
P R I M A R Y S C H O O L

# **Governor Allowances' Policy 2023-25**

**Our mission statement: Learn Love Laugh**

### **Safeguarding**

***If there are any Safeguarding issues that arise from the implementation of this policy, then they should be dealt with in accordance with the School's Safeguarding policy. Any safeguarding concerns should be referred directly to the School by telephone or in person for the attention of the Designated Safeguarding Lead along with any concerns relating to the Prevent Strategy.***

### **Equality**

***This policy should be read in conjunction with the School's Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.***

## Overview

- Governors may claim allowances in respect of actual expenditure incurred while attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body
- Governors may not claim for actual or potential loss of earnings or income
- All governors and associate members are eligible to claim allowances in accordance with this scheme
- Expenses payments made to governors are not liable for tax as long as only actual expenditure is reimbursed.

## Eligible Expenses

Categories of eligible expenditure are as follows

- Telephone calls and postage
- Travel
- Subsistence
- Care arrangements  
*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 – receipts should be provided*

## Allowance Rates

Rates at which allowances are payable are as follows:

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: DfE advises: payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding His Majesty's Revenue and Customs' Approved Mileage Rate.  
<http://www.hmrc.gov.uk/rates/travel.htm>

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £10 per journey.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals away from your school area, reimbursement

will be made for the food and non-alcoholic drinks bought on the day claimed.

Care Arrangements: Actual costs incurred, up to a maximum of £20 per hour, per child.

### **Criteria for Claims**

- All claims must be submitted to the head teacher within one month of the expenditure being incurred (except for telephone calls)
- Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt, child care invoice or receipt
- In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls

### **Financial Systems**

- The school's normal systems for authorising and processing payments will apply to claims made under this scheme

*\* The Governing Body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.*



**SANDFORD ST MARTIN'S CE (VA) PRIMARY SCHOOL**

<b>Date adopted: 19 Oct 23</b>	<b>Version: 2.0</b>
<b>Last Reviewed: Oct 23</b>	<b>Review Cycle: Biennial</b>
<b>Revision Ref:</b>	<b>31 October 2025</b>
<b>Author/Owner:</b>	<b>SBM, Headteachers, Finance and Resources Committee.</b>
<b>Policy Type:</b>	<b>Other</b>