



Policy Date: Autumn 2022  
Review Date: Autumn 2024

### ST PAUL'S C OF E (AIDED) PRIMARY SCHOOL

#### GOVERNORS' ALLOWANCES POLICY

#### Background

The Education (Governors' Allowances) Regulations 1999 allow schools to pay governors' expenses, up to actual cost incurred or up to a maximum rate for travel expenses. Governors cannot claim attendance allowances or loss of earnings, but can claim for travel and other legitimate expenses, including incidental expenses. The Governing Body of the school can choose whether or not to pay expenses to governors, and whether to limit the maximum rates payable. Payment will be from the school's delegated budget.

#### Policy

- All potential claims for expenses by governors should receive the approval of the Finance working group before they are incurred. Expenses will not be paid where they have not been approved prior to being incurred. Urgent requests should be made to the Governor for finance.
- Claims may not be presented for payment before expenses are incurred, and require supporting documentation wherever possible: receipts, etc.
- Claims require the authorisation of the Chair of Governors before passing to the School Business Manager to make payment (except where the expenses are for the Chair of Governors, in which case the Governor for Finance will authorise the expenses for payment).
- Where expenses could reasonably have been avoided, by supply direct from the school (eg stationery, photocopying, etc) expenses will not be payable.
- Travel and subsistence expenses will be reimbursed against receipts for reasonable expenses, which may be varied from time to time as determined by the Finance Working group. Mileage rates not to exceed IR approved values.