St Barnabas Primary School
and
Green Lane Pre School

POLICY DOCUMENT

Title: Governor Allowances
Reference and Source Document: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk)
The key purpose: Clear financial guidance for all Governors and stakeholders
Lead Staff Responsibility: Headteacher – Mrs Sarah Hanson Chair of Finance & Resources Team- Mr Abs Mathur
Governing Body Responsibility : Finance & Resources Team
Reviewing Cycle and next date: Annual Next date Autumn 2027
Approved by Leadership Team on: **07.10.2026**
Approved by Governing Body on: 19.10.26

St. Barnabas CE Primary School & Green Lane Pre-School Christian Vision and Aims statement

Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and pre-school **all people** are **valued**, **encouraged** and **cared for**:

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, “Let the children come to me, and do not hinder them,

for the kingdom of heaven belongs to such as these.”

We aim to:

Inspire *a positive approach to life and learning;*

Value and ***nurture*** *each child as an individual: developing* ***resilience****,* ***independence,*** *and an* ***understanding*** *of what they bring to the world;*

Create a rich, stimulating environment where ***achievements*** *are celebrated and* ***team work*** *and* ***co-operation*** *are expected;*

Promote ***high expectations*** *and* ***self-confidence*** *for each individual;*

Ensure each child strives towards ***excellence*** *supporting those who find learning difficult and challenging the most able children;*

Develop and foster ***motivation*** *for learning and* ***enthusiasm*** *for life;*

Promote a sense of ***belonging*** *and build outstanding* ***relationships*** *between school, home, church and the wider community.*

Help every person understand their ***unique purpose*** *and* ***place*** *in* ***God’s world.***

Legislation and Guidance

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 states:

Schools with delegated budgets

28.—(1) The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body and made on provision of a receipt for the relevant amount.

Travel payments for private vehicles

30. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate(**2**) as published from time to time.

Overview

Members of the governing body may claim allowances to cover expenditure necessary to enable them to perform their duties. This does not include an attendance allowance, or payment to cover loss of earnings.

Members of the governing body may claim allowances by completing a claim form (see Appendix 1) and submitting it to the Finance Manager via the school office or email at rmw39@st-barnabas-primary.worcs.sch.uk . Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Scope & Applicability

Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

The Governing Body of St. Barnabas CE Primary believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community.

This policy applies equally to all categories of Governor.

Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

- **Childcare or babysitting.** Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. (This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).
- **Care arrangements for an elderly or dependent relative** - costs may be claimed for situations similar to those for childcare.
- **Telephone charges, photocopying, stationery, etc**. Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.
- **Travel and subsistence.** A Governor travelling to a training event or on other legitimate governor/school business can make a claim. Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required. Mileage claims will be reimbursed at the level of the rates published by Worcestershire County Council for teachers' mileage.
- **Claims for subsistence allowances,** i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.
- **Special Needs.** Any extra costs incurred by governors in carrying out their duties because they have additional needs including the need for an interpreter.
- **Other:** This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

Making a claim

Claims will be paid in arrears on a case-by case basis. Reimbursable costs should be agreed in principle by the chair of governors **before** they are incurred.

Claims should be submitted on the appropriate claim form (Appendix 1 or available as a paper copy from the school office) and should be authorised by either the Chair of Governors (or Vice Chair if appropriate), chair of Finance Committee or Headteacher and submitted to the school finance officer for payment.

All claims will be reimbursed by bank transfer. VAT receipts must be kept for all claims.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

Monitoring Arrangements

This policy will be reviewed annually by The Headteacher/Finance and Resources Team.

Amounts payable will be reviewed on an annual basis as part of normal financial review.

Appendix 1

St. Barnabas CE Primary School

Governor Claim Form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____ Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Finance Manager along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.