



# **KING'S OAK PRIMARY SCHOOL**

## **GOVERNORS' ALLOWANCES POLICY**

**January 2025**

**Policy prepared by: Anne Jones, Clerk to the Governors**

**Policy reviewed and approved by: Premises and Resources Committee**

**Date of approval: 6<sup>th</sup> February 2025**

**Date of next review: January 2027**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

# Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Definitions .....	2
4. Process .....	2
5. Monitoring arrangements .....	3

---

## 1. Aims

The Governing Body has chosen to pay reasonable allowances from the school's delegated budget to cover costs that board members incur through carrying out their duties. This policy sets out the terms on which such allowances will be paid. By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

## 2. Legislation and guidance

The [Maintained Schools Governance Guide \(section 4.11.1\)](#) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6.](#)

## 3. Process

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. Reimbursable costs should be agreed in principle by the Chair or Vice Chair of Governors **before** they are incurred. In the case of a claim by the Chair of Governors, this should be agreed in principle in advance by the Vice-Chair. In the case of a claim by the Vice-Chair, this should be agreed in principle in advance by the Chair of Governors. Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the Governing Body may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs – when using their own vehicle expenses must not exceed HMRC's approved mileage rates
- Telephone charges, photocopying, postage or stationery

- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis.

### **Making a claim**

As previously stated, reimbursable costs should be agreed in principle by the Chair or Vice-Chair of Governors **before** they are incurred.

Members of the Governing Body may claim allowances by completing a claim form (available from the Bursar [bursar@kop.rbksch.org](mailto:bursar@kop.rbksch.org)) and submitting it to the Bursar, with a copy sent to the Chair or Vice-Chair of Governors (whoever previously gave agreement in principle in advance) who provides final approval. By signing the form, the claiming governor will certify that he/she has incurred the expense claimed. Allowances will only be paid on the provision of a valid receipt, and will be limited to the amount shown on the receipt. Claims will be paid in arrears on a case-by-case basis.

All claims must be made in the half term in which they are incurred.

The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

## **4. Monitoring arrangements**

This policy will be reviewed every two years by the Premises and Resources Committee on behalf of the Full Governing Body. Any amendments will be highlighted to all members of the Full Governing Body.