



Standish Lower Ground St. Anne's C of E Primary School

Governor Allowances & Expenses

Adopted by Full Governing Board

Date 26/01/2026

Signed Chair

Headteacher

Next review 26/01/2027

Purpose

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Boards the discretion to pay allowances from the school's annual budget allocation to governors in respect of expenditure which they incur in carrying out their duties.

St. Anne's School believes that governors play a key role in the success of the school. The Governing Board believes that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community. Paying governors' allowances ensures that every governor can attend meetings and training and is not prevented for financial reasons from playing their full part as a governor. Therefore, the Governing Board believes that paying governors' allowances is an appropriate use of school funds and has formally agreed the following policy.

Key Principles

All governors (including associate members) will be entitled to claim the actual costs of expenses incurred as follows:

1. Allowances may only be claimed by governors for legitimate expenditure directly incurred in their role as a governor or associate member of this school.
2. Governors cannot claim an allowance for attendance at meetings.
3. Governors cannot claim expenses for loss of earnings.
4. Governors may be reimbursed for expenses incurred whilst preparing for and attending Governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. The categories under which expenses may be claimed are:
 - Cost of childcare or babysitting (excluding payments to a current/former spouse, partner or other relative).
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse, partner or other relative).
 - Support for Governors with special educational needs
 - Support for Governors whose first language is not English
 - The cost of travel relating to attendance at meetings or courses outside of Wigan Borough at the following rates:
 - Private vehicle: In accordance with the HMRC authorised mileage rate in force at the time of travel.

- Public transport: Where more than one class of fare is available, the rate shall be limited to second class fares.
- Photocopying, stationery and postage

Financial Administration Arrangements

Existing governors (and new governors at their first meeting) should be given a copy of this policy.

The governor should seek the permission of the Chair of Governors/Headteacher before incurring the expense. The Chair of Governors will check that the allowances claimed is reasonable.

If approved, the governor should submit a claim, attaching receipts, to the School Business Manager within two weeks of the date when the allowances were incurred.

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

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

Arrangements for Monitoring and Evaluation

The Governing Board will monitor and evaluate the impact of this policy annually with reference to the attendance record of Governors at meetings and to the total sum paid out.

All claims will be audited annually, and the Chair of Governors (or Vice Chair where appropriate) may investigate claims that appear excessive or inconsistent.