



**Priory Primary School**

# **Governors' Allowances Policy**

Approved by	Date	Next Review Date
FGB	15 <sup>th</sup> May 2024	Summer 2025
FGB	24 <sup>th</sup> June 2025	Summer 2026

This policy sets out the terms on which the governing board has decided to pay reasonable allowances from the school's delegated budget, to cover costs that board members incur through carrying out their duties.

This does not include payments to cover loss of earnings for attending meetings.

Travel expenses must not exceed the HMRC approved mileage rates.

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 board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Travel and subsistence costs
- Telephone charges, photocopying, postage, etc.
- Extra costs incurred because they have a special need or English as a second language
- Other justifiable allowances

Reimbursable costs should be agreed in principle by the governing board before they are incurred.

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

The chair of governors may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

This policy will be reviewed annually by the governing board. Any amendments will be presented at a meeting of the full governing board.

## Governor claim form for Priory Primary School

<b>Name:</b>	_____
<b>Address 1:</b>	_____
<b>Address 2:</b>	_____
	_____
<b>Claim period:</b>	_____
	_____

I claim the total sum of £\_\_\_\_\_ for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Expense Type</b>	<b>Amount £</b>
Childcare	_____
Care arrangements for dependents	_____
Travel or subsistence	_____
Telephone charges, photocopying, postage etc.	_____
Support for special need or English as a second language	_____
Other (please specify)	_____
Total	_____

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

**The form should be submitted within 2 weeks of the expenses being incurred.**