

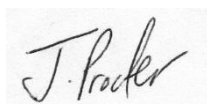


## Governor Allowances Policy

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This policy was endorsed by the **Board of Governors** at the meeting on

**Executive Head Teacher** signed:



Print name:

James Procter

Date:

**Chair of Governors** signed:



Print name:

ALAN BRUNDLE

Date:

This policy will be reviewed in September 2025 and revised where necessary.

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This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Pioneer Federation Governing Body believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Pioneer Federation, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Finance Committee:
  - The cost of travel relating only to travel to meetings/training courses at a rate of 25 pence per mile which does not exceed the specified rates for school personnel;
  - Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
  - Telephone charges, photocopying, stationery, postage etc;
  - Any other justifiable allowances.

The Governing Body acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Finance Committee for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice-Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

## Appendix 1

**Claims Form**

|                  |                        |
|------------------|------------------------|
| <b>Name:</b>     | <b>Name of School:</b> |
| <b>Address</b>   | <b>Date:</b>           |
| <b>Post Code</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.....

| Description            |  | £ | p |
|------------------------|--|---|---|
|                        |  |   |   |
|                        |  |   |   |
|                        |  |   |   |
|                        |  |   |   |
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|                        |  |   |   |
|                        |  |   |   |
|                        |  |   |   |
|                        |  |   |   |
|                        |  |   |   |
| TOTAL EXPENSES CLAIMED |  |   |   |

This form should be submitted to:

FAO. Chair of Governors, School Office, Pioneer Federation