Pitmaston Primary School Governor Allowance Policy

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 for certain allowances which they incur in carrying out their duties.

Pitmaston Primary School Governing Board 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.

From 01.09.2026, all governors of Pitmaston Primary School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances provided the allowances are incurred in carrying out their duties, as a Governor or representative of Pitmaston Primary School and are agreed by the Headteacher or Chair of Governors 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 prior approval of the Headteacher or Chair of Governors:

    - Childcare or babysitting allowances (excluding payments to a current/former spouse/partner or other family member);
    - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse/partner or family member);
    - The extra costs they incur in performing their duties, either because they have special needs or because English is not their first language.
    - The cost of travel relating only to travel to meetings/training courses from home at a rate of (see Appendix 1)
    - Telephone charges, photocopying, stationery, postage, this should be at an agreed rate, in most cases, this will be using the school's resources, so will not need a charge or using free minutes on phone contract if applicable.

    The Governing Board at Pitmaston Primary School 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 and agreed with the headteacher, should complete a claims form (obtainable from the Clerk to the Governors, confirming agreement has been agreed and by whom), attaching receipts, or supporting information and return it to the school within one month of the date when the allowances were incurred, when they will be submitted for approval by the headteacher who will notify the Chair of Governor or Chair of the Finance Committee.

Claims will be subject to independent checks and may be investigated by the local authority or its agents, if they appear excessive, inappropriate, or inconsistent. This policy will be reviewed by the Governors on an annual basis

Policy agreed by Governing body on and minuted on: 01.10.2026

Signed by Headteacher: **.....**

Signed by Chair of Governors: **.....**

Review policy will be brought to the governing body in October 2027 but no longer than 13 months from the date originally agreed by the Governing body, by the Headteacher.

Appendix 1: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

Type of Vehicle	First 10,000 miles in the year	Each mile after the first 10,000 in the year
Cars and vans	55p	25p
Motorcycles	24p	24p
Bicycles	20p	20p

Passenger payments - Cars and vans

5p per passenger per mile for carrying fellow governors in a car or van on a journey where they are also attending the event.

Governor Expenses Claim Form

Pitmaston Primary School, Malvern Road, Worcester. WR2 4ZF

Claim Period …… to …….

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

By…….. Position ……..……

	£	p
Child care/Babysitting expenses		
Care arrangements for elderly/dependent relatives		
Support for governors with special needs		
Support for governors whose first language is not English		
Telephone charges		
Photocopying / Stationery		
Postage		
Travel		
Total Expenses Claimed		

Breakdown of Travel

Start Date	End Date	Mileage	Amount	Reason for Journey

Signature of Claimed by .....

Date .....

Approved by: .....

Position: .....