Theale C of E Primary School

Scheme for paying governor allowances

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

"And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.' This *is* the first commandment. And the second, like *it, is* this: 'You shall love your neighbour as yourself.' There is no other commandment greater than these." *Mark 12: v 30-31*

"I have come that they may have life and that they may have it more abundantly."
John 10:10

Published on public website	Yes
Links to related policies and procedures	Financial Management Policy
Author	Chair of Governors
Approved by	Governing Body
Date approved	November 2026
Date of next review	November 2027
Responsibility for next review	Chair of Governors

Introduction

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its committees, undertaking governor development and otherwise acting on behalf of the governing body.

2. Governors may not claim for actual or potential loss of earnings or income.

3. All governors and associate members are eligible to claim allowances in accordance with this scheme.

Eligible Expenses

4. Categories of eligible expenditure are as follows:

    - Telephone calls and postage
    - Travel
    - Subsistence

Allowance Rates

5. Rates at which allowances are payable are as follows:

Telephone Calls and Postage: Actual costs incurred.

Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate.

For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares.

Subsistence: If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from your school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

6. All claims must be submitted to the headteacher on the relevant claim form within one month of the expenditure being incurred (except for telephone calls).

7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, till receipt.

8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

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