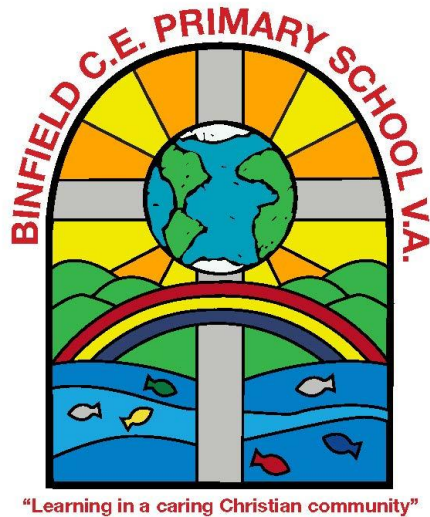


Binfield CE Primary School



Governors' Allowances Policy (Final)

Date Fully Implemented by Governors: 1st April 2008

Date Last Reviewed: March 2026

Date Last Updated: March 2026

Next Review Date: March 2028

Status: Definitive

Binfield CE Primary School Governor's Allowances Policy

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

Categories of eligible expenditure are as follows:

- Care arrangements: Childcare or babysitting expenses, where these are not provided by a relative or partner.
- Telephone calls and postage.
- Travel
- Subsistence

Any costs incurred for these categories will be reviewed on a case-by-case basis for re-imburement - Care arrangements, phone calls, postage, travel and subsistence.

Travel

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

All claims must be submitted to the bursar within one month of the expenditure being incurred (except for telephone calls). Claims for more than £50 will require authorisation for payment by the Headteacher.

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

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

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

A budget will be set in each financial year and the sum allowed not exceeded without the prior consent of the Headteacher and Chair of Governors.