



CAVERSHAM PARK PRIMARY SCHOOL

Governor Allowances Policy

Aims and Legislation

This policy has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations, 2013, part 6. These regulations give Governing Bodies in maintained schools the discretion to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties. By adopting this policy, the Governing Body will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Overview

All Governors at Caversham Park Primary School are entitled to claim actual costs, incurred 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 Caversham Park Primary School, and are agreed by the Resources 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 Governing Body:
 - Childcare (excluding payments to a current/former spouse or partner);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
 - Travel and subsistence costs.
 - Telephone charges, photocopying, stationery, postage etc;
 - Any other justifiable allowances.

The Governing Body at Caversham Park 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, should complete a claims form (see appendix 1), and return it to the School Business Manager within 14 days of the date when the expenses were incurred. Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt. The Claim will then be submitted to the Chair of Governors or Chair of Resources for final approval.

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

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

Review

This policy must be approved and reviewed annually by the Governing Body

Policy Date	Review Date	Review Committees
September 2025	September 2026	FGB

CAVERSHAM PARK PRIMARY SCHOOL

GOVERNOR CLAIM FORM

Name :

Address :

Claim Period :

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

Signed: _____

Date: _____

EXPENSE TYPE	£
Child care	
Care arrangements for an elderly or dependent relative	
Support for a special need or English as a second language	
Travel to meetings/training courses • Course Title..... • Course Venue • Course Date • Mode of Travel (if travel by car please state mileage)	
Telephone Charges, photocopying, postage or stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to the School Business Manager, Caversham Park Primary School, Queensway, Caversham Park, Reading, RG4 6RP along with any relevant receipts.

The form should be submitted within 14 days of the expenses being incurred.

CAVERSHAM PARK PRIMARY SCHOOL**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	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p