



Our School Vision

In our school:

**we love deeply, respecting everyone and treating them with dignity;
we aspire with confidence, working hard and embracing challenge;
we serve God and our community, following the example of Jesus, to create a better world.**

“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.”

Ephesians 5:2 (NLT)

Our School Values: Love, Aspiration, Service

***Latymer All Saints C of E Primary School
Governors’ Allowance Policy 2026 - 2027***

Aims

Latymer All Saints C of E Primary School Governing Body believes that paying governors' allowances, in specific categories 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. This policy sets out the terms on which such allowances will be paid.

The governing board has decided 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, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Legislation and guidance

The Governance Guide for maintained schools says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

From **April 2025**, all governors of Latymer All Saints C of E Primary School may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does not include an attendance allowance or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form obtainable from the School Office. Once prior approval has been sought from the Chair of Governors, the applicant should complete a claims form attaching receipts and return it to the school within two weeks of the date when the allowances were incurred (**Appendix 1**). Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt. Final approval will be sought at the meeting of the Finance and Premises Committee which meets at least once per term.

Members of the governing board may claim for the following with the prior approval of the Governing Board:

- ❖ Childcare or baby-sitting allowances (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);
- ❖ Travel expenses where a governor uses their own vehicle;
- ❖ Extra costs incurred because they have a special need or where English is a second language;
- ❖ Telephone charges, photocopying, postage, stationery and any other justifiable allowances.

All claims will be subject to an independent audit. Claims may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent and are more than £50.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board **before** they are incurred.

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

Appendix 1

Latymer All Saints C of E Primary School Governors' Expenses Claim Form

Name:	Telephone No:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

I have sought prior approval from the Governing Body.

Signed:

Expense Type	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors with English as a Second Language	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted in a sealed envelope.

This form should be submitted within **two weeks** of the expenses being incurred.

Appendix 2

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

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Motorcycles	24p	24p
Bikes	20p	20p

Monitoring arrangements

This policy will be reviewed annually by the Finance and Premises Committee. Any amendments will be presented at a meeting of the Full Governing board.

Reviewed and Approved by: The Finance and Premises Committee

Date: June 2025

Ratified by Full Governing Board

Date: July 2025

Next review due:

Date: July 2026

Latymer All Saints C of E Primary School is committed to the safeguarding of our pupils and staff.