Hightown Primary School

At Hightown we work together as a school community with pride, respect, rigour and fairness. We celebrate effort, respond enthusiastically to challenges and create positive opportunities that enable everyone to achieve in every way.

Governors' Allowances

Policy date:	September 2026	
Approved by & date	Full Governing Body	September 2026
Link school staff:	Linda Winn	
Link governor:	Kay Brennan	
Next review date	September 2028	

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies 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.

Hightown Primary School Governing Body 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 1st January 2015, all governors of Hightown Primary School will be entitled to claim the actual costs, which they incur, as follows:

Circumstance for claiming allowances

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Hightown Primary School, and are agreed by the Resources Committee that they are justified before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

a. Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner);
b. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
c. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
d. The cost of travel relating only to travel to meetings/training courses at an agreed rate in pence per mile by the resources committee on an annual basis.
e. Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
f. Telephone charges, photocopying, stationery, postage etc;
g. Any other justifiable allowances.

The Governing Body at Hightown Primary School acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Making claims

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the Clerk to the Governors), attaching receipts, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee for final approval.

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

This policy will be reviewed by the Governors on a biennial basis.