



**St. Ethelbert's Catholic Primary School
and Nursery**

**Governors'
Allowance
Policy**

Date of Policy Issue: September 2025

Name of Responsible Person : Mr S Marshall

Role of Responsible Person : Headteacher

Signature of Responsible Person : S Marshall

Signature of Headteacher

Signature of Chair of Governors

Date agreed :

Date to be reviewed :31st August 2026

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'

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.

4. Categories of eligible expenditure are as follows:

- Child care or baby-sitting expenses, where these are not provided by a relative or partner
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner
- Support for governors with special needs
- Support for governors whose first language is not English
- Telephone calls and postage
- Travel
- Subsistence

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

- Care Arrangements: Actual costs incurred, up to a maximum of £12 per hour
- Telephone Calls/Postage: Actual costs incurred
- Travel Rates: In accordance with the Inland Revenue Authorised Mileage Rate, which is 45p per mile for cars and vans and 24p mile for motorcycles (Please review in accordance with HR Revenue & Customs Guidance)
- Public Transport: Actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi the cost must not exceed £15 per journey

- 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.

6. All claims must be submitted to the Bursar of the School on the approved 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, taxi receipt, till receipt. A fuel VAT receipt must be submitted for mileage expenses claimed.

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

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

St Ethelbert's Catholic Primary School and Nursery
Governors' Expenses Claim Form

Name:	Date:
Address:	
Postcode:	Month of Claim:

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

Signed:

Expense Incurred	£
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Authorised by:	Signature:
Chair/Vice Chair of Governors	

This form should be submitted to Mrs A Knol-Haines, Bursar