Avondale Primary School

Governors' Allowances Policy

This policy was reviewed by: Vicky Brown
This policy was adopted by the Governing Body Spring 2026
It will be reviewed Spring 2028

"For learning, smiling and remembering"

Rationale

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations give Governing Bodies the discretion to pay Governors' expenses. Avondale Primary School's Governing Body believes governors are proud to serve the school in a voluntary capacity, and recognise that their work will not be remunerated. The Governing Body acknowledges that governors may incur significant expenses, and that governors are entitled to reimbursement of such expenses.

From 1st September 2017, all governors of Avondale Primary School will be entitled to claim the actual costs, which they incur as follows.

- Governors will be able to claim mileage of 45p per mile, which does not exceed the specified rates for school personnel, when they drive to courses or events in the course of their duties which take place outside the local borough.
- Governors will be able to claim public transport fares, but not taxi fares unless there is no reasonable alternative, when they attend courses or events in the course of their duties. Parking charges would also be paid for if required when completing governor duties.
- In exceptional circumstances, governors may claim for other significant expenses, such as subsistence. Such claims would have to be approved by the finance committee on a case by case basis.

The Governing Body of Avondale Primary School acknowledges that

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

Making a Claim

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office and Appendix 1), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred. Travel claims will be authorised by the headteacher. Any other claims will be submitted for approval by the finance committee.

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

Policy Review

Date reviewed	Next review
Spring 2026	Spring 2028

Appendix 1

Avondale Primary School

Governors' Allowance Claim

Name ……

I claim the sum of £ ……. for Governors' allowances as detailed below. I have attached relevant receipts to support my claim.

Date of meeting	Event	Type of allowance	Mileage	Amount claimed

Signed …… Date ……