Wentworth Primary School

Governor Allowances Policy

Date of review: October 2025

Date of next review: October 2026

WENTWORTH PRIMARY SCHOOL

Achieving Happily

Scope

The DfE Governance Guidance states that the academy is able to determine their own policy on the payment of allowances and expenses.

Wentworth School makes provision **for** allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties. The Governing Board acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose.

Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

The Governing Board of Wentworth School believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community. This policy applies equally to all categories of Governor.

Types of allowable expenses

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Wentworth Primary School, and are agreed by the 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 Board.

Childcare or babysitting 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).

The cost of travel relating only to travel to meetings/training courses. Mileage claims will be reimbursed at the level of rates published by HMRC. Where public transport and trains are used, the actual cost of the expenditure will be reimbursed, up to standard class travel.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon production of a receipt.

Telephone charges, photocopying, stationery, postage etc.

Any other justifiable allowances.

This list is not exhaustive and the Governing Board agrees to reimburse other justifiable expenses.

Making a claim

To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

The original receipt(s) must be attached to the claim form.

Claims should be submitted on the appropriate claim form (claim form for Governors attached at end of policy) and should be authorised by either the Chair of Governors or Chair of Finance Committee and submitted to the school office for payment.

All claims will be reimbursed via a BACS payment.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

Wentworth
Primary School

Governor Expenses Claim Form

Name:

Address:

Claim Period from **to**

Expense type	**Amount £**
Childcare	
Care arrangements for dependent relatives	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

I certify that I have actually and necessarily incurred the expenses claimed for above. My claim will be paid by BACS to the following account:

Name on account:

Sort Code:

Bank account number:

Signed ____ Date _____________________

Authorisation

Signed ________________________________ Chair of Governing Board/Finance Committee

Date: