



Argyle
Primary
School

Governors' Allowances Policy 2026-27

Review Date: Spring 2026
Agreed by: FGB 26.03.2026
Review Date: Spring 2027

Governors' Allowances Policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2003. These regulations 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. Argyle 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 any appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Argyle Primary School are entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Argyle Primary School, and are agreed by the Policy, Planning and Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - 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)
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
 - The cost of travel relating only to travel to meetings/training courses in accordance with the National Joint Council (NJC) prevalent rates
 - Travel and subsistence costs payable at the current rates specified by the Secretary of State for Transport, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority, or any other source
 - Telephone charges, photocopying, stationery, postage etc
 - Any other justifiable allowances.

The Governing Body at Argyle Primary School acknowledges that:

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

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office), attaching receipts where possible, and return it to the School by the end of the term when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Policy, Planning and Finance and presented annually to the GB with the final finance statement.

Annual Statement of Claims

Claims will be subject to audit by the LA and may be investigated by the Chair of Governors (or Chair of Policy, Planning and Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Argyle Primary School Governors' allowances: Claims Form

Name:	
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.

Signed _____

	£	p
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		

This form should be submitted to: Office Manager

Authorised by.....
 Chair of the Governing Body/Policy, Planning and Finance Committee

Date.....

Revised date	By	Next review date
26/3/26	FGB 26.03.2026	Spring 2027