

HIGH ERCALL SCHOOL

GOVERNORS' ALLOWANCES POLICY 2025

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. High Ercall 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.

Governors will be entitled to claim reasonable allowances to cover necessary expenditure incurred in carrying out their duties as a governor or representative of High Ercall School.

Specific areas that would be suitable for claiming expenditure include:

- Childcare or babysitting allowances (excluding payments to a current / former spouse or partner);
- Cost of care arrangements for an elderly or dependant 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 English is not their first language;
- The cost of travel, relating only to travel to and from meetings / training courses at a rate of 45p per mile;
- Telephone charges, photocopying, stationery, postage etc.

Any other justifiable expenditure, which should be discussed with the Chair of Governors and approved in advance, where possible.

The Governing Body at High Ercall School acknowledge that:

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

Governors wishing to make claims under these arrangements should complete a claims form (obtainable from the School Office) attaching receipts where possible, and return it to the school within 2 weeks of the date when the allowances were incurred. The claim will then be submitted for endorsing by the Chair of Governors.

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

Policy Reviewed: September 2026