Federation of Liphook Infant School and Liphook CofE Junior School

Governor allowance policy

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget to governors for certain allowances which they incur in carrying out their duties.

The Federation of Liphook Infant School and Liphook CofE Junior School Governing Board believes that paying governor' 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 legislation on governors' allowances is set out in the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6. The specific items allowable reflect this objective and a total sum of £300 is annually allocated within the budget to cover such costs.

All governors of The Federation of Liphook Infant School and Liphook CofE Junior School will be entitled to claim the actual costs which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of The Federation of Liphook Infant School and Liphook CofE Junior School, and are agreed by the Executive Head teacher that they are justified before any reimbursable costs are incurred. This does not include an attendance allowance, or payment to cover loss of earnings.

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 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 at the current rate specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.
- Telephone charges, photocopying, stationery, postage etc.
- Any other justifiable allowances.

The Governing Body at The Federation of Liphook Infant School and Liphook CofE Junior School acknowledges that:

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

Procedure for presentation of claim for reimbursement

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office). A corresponding VAT receipt must be attached to the claim form. The completed claim should be returned to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Executive Head teacher.

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

This policy is reviewed every three years by the Governing Body Business Committee.

Signed ..... Signed .....

Executive Head teacher Chair of Governors

Date .....May 2026.....