

CHELLINGTON CHURCH OF ENGLAND FEDERATION



Happiness Through Wisdom

"Gold there is, and rubies in abundance, but lips that speak knowledge are a rare jewel."

Proverbs 20:15

**St. Lawrence VA Primary School /
Christopher Reeves VA Primary School**

GOVERNOR ALLOWANCES POLICY

June 2026

Review Date: Summer 2028

Introduction

The Chellington Federation Church of England Federation is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of Federation life.

As a Church of England Federation, the schools promote a friendly, caring, family ethos where everyone works as a team to support each other across all areas of school life thus encouraging Happiness through Wisdom - *"There is gold and a multitude of rubies; but the lips of knowledge are a precious jewel."* Proverbs 20:15

In each school, we aim to build communities clearly based on Christian values. At Christopher Reeves, the whole community is encouraged to 'Live our Values' being strong and courageous to follow God's love and stand steadfast. *"Be strong and courageous, do not be afraid, do not be discouraged, for the Lord, your God, will be with you wherever you go."* Joshua 1:9

At St Lawrence we encourage all children to 'Let Their Light Shine' through the core values of hope (Letting our light shine gives us hope for the future.), courage (We have courage to Let our Light Shine.) and perseverance (When we persevere our light can shine). *"Let your light shine before others, that they may see your good deeds and glorify your Father in heaven."* Matthew 5: 14-16

This policy, and its associated procedures and protocols, is based on these key principles.

With these values and principles in mind, it is recognised that governors give their time generously for the benefit of the school. So that every governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Governing Body formally agree the following policy on paying governors' expenses.

Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.

Eligible Expenses

Governors may be reimbursed for expenses incurred whilst attending governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:

There are three categories:

1. Travel
2. Childcare or care for dependent relative
3. Clerical

1. TRAVEL EXPENSES

Public Transport – reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

Car - the latest mileage allowances should be applied.

Taxi – reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

Subject to an agreed maximum per family per session and on production of a receipt to prove that expenditure has taken place. The maximum per session for 2026 is **£20**.

In order to comply with safeguarding and tax requirements, expenses for childcare or care of dependent relatives can only be paid in respect of care provided by officially registered carers.

Reimbursement cannot be made for informal arrangements with family members.

3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

As required to cover the cost of unavoidable clerical expenses incurred carrying out governors' duties but subject to proof of purchase (e.g. till receipt)

Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.

It is the responsibility of governors to decide for themselves whether or not to claim .

The method of claiming expenses should ensure that governors are able to claim without embarrassment.

Ineligible Expenses

Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.

- i Cannot claim an allowance for attendance at meetings.
- ii Cannot claim expenses for loss of earnings.

Procedure for Claiming

In order to provide a clear audit trail, governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

If a governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Resources & Personnel Committee, who may in turn seek further guidance, should the need arise.

The Executive Headteacher or School Business Manager allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

The Resources & Personnel Committee monitors expenditure against this policy retrospectively, agrees any virement as may be necessary and reviews the expenditure accordingly.

Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.

The policy should be reviewed bi-annually by the Resources & Personnel Committee and any changes agreed by the full Governing Body.

Confirmation:

This policy has been reviewed and agreed by the Governing Body on 15th June 2026 and will be renewed in Summer Term 2028.

If you require a hard copy of this policy, please contact the school office.

CHELLINGTON FEDERATION GOVERNORS' EXPENSES CLAIM FORM

NAME: _____

I wish to claim £_____ (please insert amount claimed and tick appropriate boxes)

I CERTIFY THAT I ATTENDED A MEETING ON _____ (date) AT _____

_____ Chair of the Meeting/Course Tutor (please print name)

_____ Signature of Chair/Course Tutor

TRAVEL EXPENSES

Bus/Train Ticket – please attach ticket

Car mileage _____ cc of car _____

Parking – please attach ticket/receipt/screen shot of app payment

Taxi fare – please attach receipt

CHILD CARE / DEPENDENT RELATIVE

Please request registered care provider sign and date below and insert amount to be claimed above.

Registered name of care provider _____

Name (print) _____ Signature _____ Date _____

CLERICAL EXPENSES

Please attach a list of the items purchased and a receipt to this proforma.

Please provide your bank details to the School Office for payment.

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED ACCORDINGLY

_____ Executive Headteacher/authorised deputy
(print name)

_____ Executive Headteacher/authorised deputy
(signature)

_____ Date

I CERTIFY THAT I HAVE RECEIVED £_____ IN RESPECT OF GOVERNORS' EXPENSES

_____ Claiming Governor
(print name)

_____ Claiming Governor
(signature)

