Falkland Primary School

Safeguarding Statement

The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Governors' Allowances Policy

Status	Date Approved	Next Review
Statutory	12 March 2026	March 2028

Falkland School governors have not traditionally claimed for allowances. The National Governance Association strongly recommends that all governing boards should have a policy on the payment of governors' allowances and a policy was agreed in 2010. An updated policy is attached. It is, of course, at the discretion of individual governors whether or not they make claims under this policy.

Of particular concern is where governors' personal circumstances require support from the governing board, either permanently or temporarily, for them to be able to undertake their role, in particular in relation to statutory duties for school activities such as performance management and discipline.
It is permissible, although not recommended, under the DfES guidance for the policy to state that no allowances will be claimed. Governing boards making the decision not to allow the payment of allowances should consider how this policy may affect their ability to recruit and retain governors for whom lack of allowances might be a barrier.

Paying Allowances to School Governors

DfES Regulations: The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Key Messages

- School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable

expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor.

- Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide.
- Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.
- Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings.
- Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 are available at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf

Governors' Allowances Policy – Falkland Primary School

Aims and Objectives

This policy statement has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Boards 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. Falkland Primary School Governing Board 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.

Principles

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Falkland Primary School, and are agreed by the nominated individuals listed below that they are justified before any reimbursable costs are incurred.
2. Agreement will be subject to the application of 'best value' principles. Governors will seek to minimise the impact on school funds by using resources that are already available from school whenever possible. This may include stationery, postage, computers and internet access as well as other resources. Governor allowances are intended for use when the role of Governor would otherwise be affected and cannot be undertaken using available resources.
3. The majority of activities for the governing board are planned well in advance and governors should make sufficient preparation to ensure that their responsibilities are undertaken with a minimum of allowances required. Allowances will be considered where the activities are undertaken at short notice or where there are personal mitigating circumstances.
4. Governors will be able to claim for the following, on a case-by-case basis and *with the prior approval* of the Governing Board:
    - Care allowances for children or elderly/ dependant relative (excluding payments to a current/former spouse, partner or family member);
    - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
    - Any other justifiable allowances.

The Governing Board at Falkland 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 Finance Officer within two weeks of the date the allowances were incurred. Prior approval requires two persons from the Chair of Governors, Vice Chair and Headteacher.

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

Governor Allowances Claim Form

Name:	**Name of School:** **Falkland Primary School, Newbury**
Address	**Date:**
Post Code	**Claim Period:**

I claim the total sum of £…… for governor expenses as detailed below, as incurred in my activities as a governor of Falkland Primary School. I have attached relevant receipts to support my claim.

Signed……

	£
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	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

Approval
Authorised Governor A .....

Authorised Governor B .....

Finance Officer –
Payment made ref: Cheque no. Date