



Shipton Bellinger Primary School

Governors' Allowances Policy

Summer 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.

Shipton Bellinger Primary School Governing Body 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 specific items allowable reflect this objective.

1. From 1st April 2013, all governors of Shipton Bellinger Primary School will be 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 Shipton Bellinger Primary School, and are agreed by the Steering 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:

- 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 training courses at a rate of 45 pence per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates 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 LEA or any other source;
- Any other justifiable allowances.

2. The Governing Body at Shipton Bellinger 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 within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of Finance to be presented to the Finance Committee (one of which meets at least once per half term) for final approval.

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



Shipton Bellinger Primary School

Governor Claim Form

Name:	Address:
Date:	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		
Care arrangements for elderly or dependent relative		
Support for governor with special needs		
Support for governor whose first language is not English		
Travel to training events		
Subsistence to training events		
Telephone charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
Total expenses claimed		

This form should be returned to: School Office, Shipton Bellinger Primary School, 3 Parkhouse Road, Shipton Bellinger, Tidworth SP9 7TW