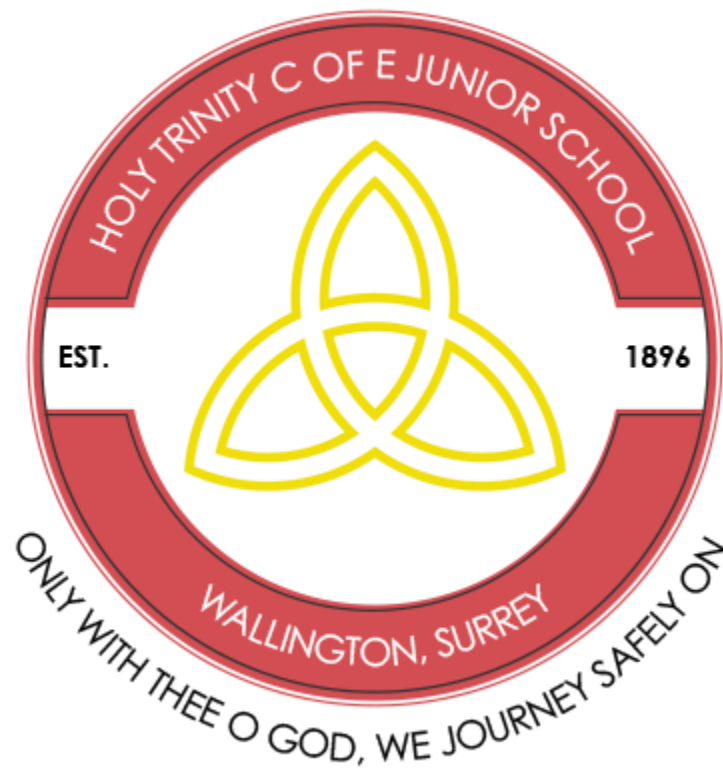


# Holy Trinity Church of England Junior School



**Policy for:**

**Governors' Allowances**

**Reviewed by:**

**SBM**

**Written by:**

**Mrs C Cookson**

**Date reviewed:**

**Spring 2026**

**Review Date:**

**Spring 2028**

<b>Motto</b>	<b>Only with Thee, O God, we journey safely on</b>
<b>Vision</b>	Exemplary education for all, through God's amazing grace.
<b><u>4 year Vision target:</u></b>	By the end of July 2023: attainment and progress will remain above or within the national average; children will retain their knowledge securely; children will confidently articulate Christian values, children will be proactive learners and have aspirations for what they can achieve in life; children recognise how to behave towards one another in everyone's best interests; children will know how to be healthy, safe and enjoy life to the full!
<b><u>Values</u></b>	<b>Learning, Dignity, Integrity, Confidence, Love</b>
<b><u>Values statement</u></b>	<b>Learning together, as we journey with God in Love, we act with Integrity, treat others with Dignity and grow in Confidence.</b>
<b>We Learn:</b>	<b>"Everything was created through Jesus and for him" Colossians 1.16.</b> The sub values are: Curiosity, Wisdom, Teamwork, Hard Work and Failing Well
<b>We Love:</b>	<b>"We love each other because he loved us first" 1 John 4.19.</b> The sub values are: Community, being Non-judgmental, Forgiveness, Compassion and Kindness
<b>We act with Integrity:</b>	<b>"People judge by outward appearance, but the Lord looks at the heart" 1 Samuel 16.7.</b> The sub values are: Faithfulness, Generosity, Honesty, Trustworthiness, Self-Control and Responsibility
<b>Each person has Dignity:</b>	<b>Each person has Dignity: "So God created human beings in his own image." Genesis 1.27.</b> The sub values are: Equality, The Whole Person, Every Person, Tolerance and Advocacy
<b>We have Confidence:</b>	<b>We have Confidence: "Blessed are those who trust in the Lord and have made the Lord their hope and confidence." Jeremiah 17:7.</b> The sub values are: Wholeheartedness, Hopefulness, Joy, Humility and Resilience

## **Policy**

### **Governors' Allowances Policy**

#### **Principles**

This policy has been developed in accordance with School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, which give governing boards the discretion to reimburse governors for certain expenses incurred while carrying out their duties.

The 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.

#### **Aims**

All governors are entitled to claim the actual costs, which they incur as follows:

1. Governors are able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the School, and it is agreed by the Chair of Finance and Premises 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:
  - Childcare or baby-sitting allowances (excluding payments to a current/former family member) in order to attend a meeting or training course;
  - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner) in order to attend a meeting or training course;
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
  - Travel expenses will normally be reimbursed at HMRC approved mileage rates or LA agreed rates;
  - 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 LA or any other source;
  - Telephone charges, photocopying, stationery, postage etc provided that these were not able to have been provided by the school;
  - Any other reasonable out-of-pocket expenses incurred while undertaking approved governor duties.

The Governing Body acknowledges that:

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

### **Practice**

Once prior approval has been given, Governors wishing to make claims under these arrangements should complete a Governor's claim form (Appendix A and also obtainable from the School Office), attaching receipts where possible, and return it to the School Business Manager within two weeks of the date when the allowances were incurred, when they will be authorised for approval by the Chair of Finance or the Chair of Governors.

### **Monitoring and evaluation**

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

This policy will be reviewed every two years.

Date of review: Spring 2026

Date of next review: Spring 2028

**APPENDIX A**

**HOLY TRINITY CE JUNIOR SCHOOL**

**GOVERNORS' CLAIM FORM**

Name: \_\_\_\_\_

Claim: \_\_\_\_\_

Event: \_\_\_\_\_

Cost Incurred: \_\_\_\_\_  
(please attach receipts)

I certify that this claim was incurred wholly on governing body business.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I authorise this claim and instruct the School Business Manager to pay the claimant.

Signed: \_\_\_\_\_  
(Chair of Finance/Chair of Governing Body)

Date: \_\_\_\_\_