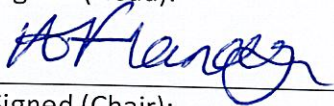




Oldbury on Severn CEVC Primary School

Governors' Allowances (schemes for paying)

Signed (Head): 	Name: A FLANAGAN	Date: 2/2/26.
Signed (Chair): 	Name: P. J. Hodder	Date: 02.02.26
Ratified by: Governing Board	Date: 02.02.26	Next Review: 02/02/2028

Love one another (John 15:12)

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations, 2013. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties. Oldbury on Severn CEVC Primary School's 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.

All governors of Oldbury on Severn CEVC Primary School will be entitled to claim actual costs, incurred 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 Oldbury on Severn CEVC Primary School, and are agreed by the Governing body 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 spouse or partner or any other responsible adult who normally lives in the family home);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or any other responsible adult who normally lives in the family home);
 - 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 a rate of 45 pence per mile which does not exceed the HMRC approved mileage rates for cars and vans;
 - Travel and subsequent 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, pre-approved allowances.

The Governing Body at Oldbury on Severn CEVC 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 (Appendix 1, obtainable from the School Office), attaching receipts, and return it to the School within two weeks of the date when the costs were incurred, when they will be submitted for approval by the Chair of Governors for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair of Governors in respect of the Chair of Governors) if they appear excessive or inconsistent. This policy was ratified by Governors on 2nd February 2026 and will be reviewed in February 2028 . All claim forms will be retained for six years from the end of the relevant financial or tax year, in line with HMRC and accounting regulations. For VAT receipts, the required retention period is specifically six years plus the current year.

**Governor Expenses Claim Form –
Oldbury on Severn CEVC Primary School**

Name:	Date:
Address:	Details/Reason of claim:
Post Code	Claim Period:

I claim the total sum of £..... For governor's expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

Claim	Details	Amount claimed
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		
Travel/subsistence to national meetings or training events		
Other (please specify)		
TOTAL EXPENSES CLAIMED		

This form should be submitted to: **Oldbury on Severn CEVC Primary School** Office

Office use only:

I confirm that proof of expenditure has been provided and reviewed, and I have approved the expense claim accordingly.

Signed (Chair of Governors) Date.....

Signed (Headteacher) Date.....