Lamberhurst St. Mary's CE Primary School

Governor Allowances Policy

Date Written	January 2026
Written By	Mrs. C Vickery-Booth
Date Agreed by Governing Body	January 2026
Headteacher	Mrs. C Vickery-Booth
Chair of Governors	Mr. P Edgesmith
Date of next full review	January 2028

Inspired by the Parable of the Sower, all children and adults in our inclusive Christian school community are able to thrive and flourish. Like seeds on good earth, all are nurtured with supportive loving care.

RESILIENCE COMMUNITY ASPIRATION KINDNESS

This policy will be reviewed following any lessons learnt and/or updates to national or local guidance and procedures.

	Name	Contact information
Designated Safeguarding Lead (DSL)	Mrs. Charlotte Vickery-Booth	headteacher@lamberhurst.kent.sch.uk
Deputy Designated Safeguarding Lead	Mrs. Nicola Mitchell	dht@lamberhurst.kent.sch.uk
Deputy Designated Safeguarding Lead	Mrs. Carla Belling	senco@lamberhurst.kent.sch.uk
Deputy Designated Safeguarding Lead	Mrs. Lizzy Connors	connorsl@lamberhurst.kent.sch.uk
Headteacher	Mrs. Charlotte Vickery-Booth	headteacher@lamberhurst.kent.sch.uk

Governors' Allowances Policy

1. Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing body and its committees, undertaking governor development and otherwise acting on behalf of the governing body in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6.

2. Governors cannot be paid attendance allowance or for any loss of earnings.

3. All governors and associate members are eligible to claim allowances in accordance with this scheme.

4. All such payments will be paid from the school's delegated budget, and therefore subject to the same budgetary control, authorisation, and audit arrangements as other items of official expenditure.

Eligible Expenses

Categories of eligible expenditure are as follows:

- Care arrangements

Child care or babysitting expenses, where these are not provided by a relative or partner; Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;

- Telephone calls and postage;
- Travel;
- Subsistence.

Allowance Rates/Reimbursement

Rates at which allowances/reimbursements are payable are as follows:

Care Arrangements: Actual costs incurred, up to a maximum of £5 per hour for the care of a child (under 14 years) or an elderly or dependent relative requiring full time

care. For the purposes of this policy, a carer is identified as anyone other than an existing or former spouse or partner, a responsible person who normally lives in the family home.

Travel Rates: Where the return journey from home to school by the shortest practicable route exceeds 15 miles travelling expenses for the excess mileage will be payable at the approved teacher's mileage rate determined by the LA.
If travel is undertaken by means of public transport, actual expenditure will be reimbursed. However, where more than one class of fare is available, the rate shall be limited to standard-class fares.

Subsistence: Under normal circumstances no expenses will be provided for subsistence. However, if additional expenses are incurred because work as a governor requires taking meals (ie breakfast, lunch or dinner) away from school reimbursement will be made for the food/drink items bought on the day claimed up to a maximum of £10.

Criteria for Claims

All claims must be authorised by the chair or Headteacher and submitted to school by the end of each term. Claims for travel and subsistence expenses outstanding for more than six months will not be accepted.
Receipts/Invoices must be supplied to support claims for reimbursement.
In the case of telephone calls, an itemised phone bill should be provided identifying the relevant calls.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

The governing body may vary these rates to meet their particular circumstances. The rates must be agreed at a full governing body meeting.

Lamberhurst St. Marys CE Primary School - Governor Expenses Claim Form

Name: _____

Address: _____

_____

Claim Period: _____

Bank Details (for payment of expenses)

Name of Bank: _____

Sort Code: _____

Bank Account No: _____

Expense Type	**Cost (£)**
Travel or subsistence *(If claim is for mileage, please state the number of miles the claim is for and the purpose of the journey)* No of miles: _____ Purpose of journey: _____	£
Telephone charges	£
Photocopying	£
Postage	£
Other (please specify)	£
Total expenses claimed	£

I claim the total sum of £_____ for governor expenses as detailed above. I have attached relevant receipts to support my claim.

Signed Governor _____ **Date** _____

Expenses claim agreed in principle by The Chair of the Finance Committee:

Signed Chair of the Finance Committee _____ **Date** _____

This form should be submitted to the finance administrator and headteacher at Lamberhurst St. Mary's Primary School along with any relevant receipts.