



Newtown C of E Primary School

Governor Allowance Policy

Ratification Date:	April 2014	Signed: Miss Emma Lee (ACTING HEADTEACHER) Mrs Janet Cane (CHAIR OF GOVERNORS)
Reviewed	September 2025	Signed: Mrs Emma Howlett ((HEADTEACHER) Mrs Glynis Wright (CHAIR OF GOVERNORS)
Reviewed	September 2026	Signed: Mrs Emma Howlett ((HEADTEACHER) Mrs Glynis Wright (CHAIR OF GOVERNORS)
Next review	September 2027	

School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *“love one another as I have loved you”* (John 13:34), *“be strong and courageous... for the Lord your God is with you wherever you go”* (Joshua 1:9), and *“a friend loves at all times”* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other’s gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *“Above all, love each other deeply”* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance with statutory guidance in *Keeping Children Safe in Education* (Department for Education)

- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values
- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives
- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

1. Introduction

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 expenses which they incur in carrying out their duties. Newtown 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.

2. Guidelines

From the date of appointment all governors of Newtown Primary School will be entitled to claim the actual costs, which they incur as follows:

- 2.1 Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Newtown Primary School, and are agreed by the Chair of Governors that they are justified before any reimbursable costs are incurred.
- 2.2 Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Chair of the Governing Body.:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner and immediate family members);
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
 - 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 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 LA or any other source;
 - Telephone charges, photocopying, stationery, postage etc.;
 - Any other justifiable allowances.

2.3 The Governing Body at Newtown Primary School acknowledges that:

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

3. Making a Claim

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 expenses were incurred, when they will be submitted for approval by the Chair of Governors.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. This policy will be reviewed annually.

Policy review date: September 2024

Governor Expenses Claim Form

Name:	Name of School:
Address	Date:
Post Code	Claim Period:

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

Signed _____ Date _____

	£
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	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to the Chair of Governors then forwarded to the School Business Manager.