

# Christ Church (Brondesbury) CE Primary School

## Governors Allowances Policy



<b>Responsible Governors' Committee</b>	<b>Full Governing Board</b>
<b>Date approved</b>	<b>February 2025</b>
<b>Next review</b>	<b>Spring 2026</b>
<b>Signature</b>	

# Christ Church (Brondesbury) CE Primary School

## School Vision

Christ Church (Brondesbury) CE Primary School is a vibrant, welcoming and inclusive school at the centre of our diverse local community. We are perceived as a “family” by all who know us.

As a Christian school, we encourage everyone to be their best and to grow in God's creation. We provide a supportive, safe, respectful and reflective environment in which all flourish irrespective of their culture and belief.

We provide the highest standard of learning for all of our community and encourage them to pursue aspirational goals.

The school's vision is deeply rooted within the scripture passage:

### **2 Corinthians 8:7**

*“But as you excel in everything—in faith, in speech, in knowledge, and in all eagerness and in the love from us that is in you—make sure that you excel in this act of kindness too.”*

Our vision is embedded within the Christian values of:

**Compassion, Respect, Friendship, Forgiveness, Perseverance, Wisdom.**

Our vision is expressed by all as “**Going for GOLD with faith**”.

This is explained and explored below:

Vision	Demonstrated as
Give learning your best	<ul style="list-style-type: none"><li>• <b>Try your best at everything</b></li><li>• <b>Follow the “give me five” rules</b></li></ul>
Own your choices	<ul style="list-style-type: none"><li>• <b>Be respectful and polite</b></li><li>• <b>Be honest and take responsibility for your words and actions</b></li></ul>
Love yourself, as God loves you	<ul style="list-style-type: none"><li>• <b>Love yourself, for you are special</b></li><li>• <b>Love your neighbours with all your heart</b></li></ul>
Dream big, work hard and pray	<ul style="list-style-type: none"><li>• <b>Aim high</b></li><li>• <b>Always be ready to learn</b></li><li>• <b>With prayer, everything is possible</b></li></ul>

This policy reflects and supports our school vision in that through our financial procedures at Christ Church we strive to “...provide a supportive, safe and respectful environment in which all flourish.”

## 1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

## 2. Legislation and guidance

The Governance Guide for maintained schools says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

## 3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to **The School Business Manager, Christ Church CE Primary School, Clarence Road, London, NW6 7TE**.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the **School Business Manager** and **Chair of Governors before** they are incurred.

The Chair of Governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

#### **4. Monitoring arrangements**

This policy will be reviewed **yearly** by the **Full Governing Board**. Any amendments will be presented at a meeting of the full governing board.

## Appendix 1: governor claim form

Christ Church (Brondesbury) CE Primary School

Governor claim form

Name:

Address:

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: \_\_\_\_\_

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the School Business Manager, Christ Church CE Primary School, Clarence Road, London, NW6 7TE along with any relevant receipts.

The form should be submitted within 3 months of the expenses being incurred.

## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p