



Woodchester Endowed Church of England (Aided) Primary School

‘Love, Learn and Flourish Together’

Our church school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be.

Governors’ Allowances Policy

September 2025

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Indeed, the body does not consist of one member but of many’ (1 Corinthians 12; 14-16)
‘Love, Learn and Flourish Together’



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1. Ethos statement

The Ethos Statement contained within our Trust Deed states:

‘Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.’

2. Our Vision

Woodchester Endowed Church of England Primary School community seeks to inspire children and adults to **‘Love, Learn and Flourish Together’** so that we may become everything God has created us to be.

‘Indeed, the body does not consist of one member but of many’ (1 Corinthians 12; 14-16)

As a Church of England school, our Christian vision is central to all we do. Our school community seeks to inspire children and adults to love, learn and flourish together so we may become everything God has created us to be. Our Christian vision is rooted in Paul’s letter to the people of Corinth and in our desire to nurture the whole community, flourishing both now and in the future. Paul reminds them that they should live good lives and that their community will be stronger and make a bigger difference if everyone works together to make the most of their individual talents and skills. Our school vision recognises that we are unique individuals, loved by God, and we aim to develop all children and adults to their full potential through a wide variety of opportunities and experiences.

All we do is underpinned by our christian vision and values and this governors’ allowances policy is a means of showing how we are pursuing these aims. The governing body has decided to pay reasonable allowances from the school’s delegated budget to cover any costs that governors 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.

3. 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 [the school governance \(roles, procedures and allowances\) \(england\) regulations 2013, part 6](#).

4. Overview

Scope of claims

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.

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Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the chair of governors for approval.

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 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).

Submitting a claim

Receipts should be attached and the form returned to the school within two weeks of the date when the allowances were incurred.

Claims will then be submitted for approval by the chair of governors, to be presented to the finance and resources committee for final approval.

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).

5. Monitoring arrangements

This policy will be reviewed annually by the Finance, Staff and Resources Committee and it will be ratified during a meeting of the Full Governing Body. Any amendments will be presented at a meeting of the FGB.



Appendix 1: Governor Claim Form



WOODCHESTER ENDOWED CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

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This form should be submitted to clerk to the governors via school along with any relevant receipts. The form should be submitted within two weeks of the expenses being incurred.

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	

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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

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