



**St. Stephen's Primary School**  
**Policy for Governors' Allowances**

<b>DATE APPROVED BY ST. STEPHEN'S PRIMARY SCHOOL COFE PRIMARY SCHOOL</b>	Spring term 2024
<b>REVIEW DATE</b>	Spring term 2026
<b>APPROVED BY</b>	Finance & Premises Committee

The principle behind this policy statement on expenses for governors is to ensure equality of opportunity for all members of the community to serve as a governor.

All governors of St. Stephen's School are entitled to claim the following costs with the prior written approval of the Chair or Vice Chair of Governors:

- Child care or baby-sitting costs;
- Costs of care arrangements for an elderly or dependent relative;
- Travel costs for governors with disabilities.

The rates of expenses will have prior approval by the Finance Committee, subject to statutory minimums.

No payments will be made to a relative of a governor, including a former spouse or partner.

Governors are expected to use the school's facilities in relation to stationery, telephone calls, photocopying and postage. Costs will not be refunded for personal copying and printing.

Governors wishing to make claims must produce receipts and complete a claim form within one month of the date when the expenses were incurred.

The total amount of governor expenses paid during the year will be recorded in the School Evaluation Form and school newsletters.