



# Governors' Allowances Policy

Last reviewed: March 2024  
Review Date: March 2025

## Aim

- The governing body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that 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.

## Legislation

- The [Governance Handbook](#) (section 4.6.1, paragraph 50) allows governing bodies in maintained schools with a delegated budget to choose whether or not to pay allowances to 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](#).

## Overview

This Governing Body has agreed that Governors will be able to claim out of pocket expenses without any profit being gained, whilst carrying out their responsibilities as a Governor, for example, expenses incurred whilst attending a training course, a meeting or conference and whilst monitoring.

- 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 Headteacher.
- 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:
  - a) Childcare
  - b) Care for elderly or dependent relatives
  - c) Extra costs incurred because they have a special need or English as a second language
  - d) Travel and subsistence costs
  - e) Telephone charges, photocopying, postage, stationery, etc.
  - f) Other justifiable allowances
- Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle chair of governors (or the vice-chair, where appropriate) **before** they are incurred.
- Claims will be checked and processed by the school business manager (Mrs Emma Moss) and then signed off by the headteacher (Mrs Liz Clark).
- 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) and will be paid at the current Local Authority rate.

Governors will be reminded of this policy at the first Full Governors' meeting of every academic year and copies will be sent out as information at the time of Parent Governor elections and is available from the Headteacher.

Approved by the Full Governing Body

Date: pending

Policy to be reviewed: March 2024



# GOVERNOR EXPENSES 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)                                     |   |
| <b>Total expenses claimed</b>                              |   |

This form should be submitted to the Headteacher/School Business Manager along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.

Signed: \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_

## 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                |
| Electric Cars   | 4p                 | 4p                 |