Governor Allowances Policy

Approved by:	IEB
Last reviewed on:	05/05/2026
Next review due by:	May 2027

Contents

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
- Aims to ensure a fair and consistent approach to the payment of governors' allowances and the reimbursement of expenses incurred

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

Boards in maintained schools with a delegated budget can pay allowances or expenses to board members, in accordance with a policy or scheme created by the school and approved by the governing board. This is set out in the governance guide for maintained schools.

Where the board does not have a delegated budget, the local authority (LA) can pay relevant allowances and expenses, which may be at a different rate decided by the LA.

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

3. Eligible expenses

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

Members of the governing board may claim reasonable costs for:

- The cost of travel relating only to travel to meetings/training courses at the rates as set out in Appendix 2 which does not exceed 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 LEA or any other source.
- Telephone charges, photocopying, stationery, postage etc; Any other justifiable allowances.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in writing by the governing board in line with the above values **before** they are incurred. A governor cannot approve their own claim.

4. Ineligible expenses

Governors/trustees may not:

- Be paid any attendance allowance
- Be reimbursed for:

- Any loss of earnings
- Travel or accommodation costs for spouses, partners or family members
- Excessive costs – for example, on travel
- Telephone or other communication costs for business unrelated to carrying out their duties
- Costs of training or of training materials that are unrelated to their duties (including those relating to the governor/trustee's professional or academic interests)

5. Procedure for claiming expenses

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Sophia Ship, Acting Headteacher.

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

Any claim must be submitted within 1 month of the expenditure being 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. If a claim is found to be excessive, unreasonable or false, the governor may be required to pay back such expenses.

6. Monitoring arrangements

This policy will be monitored and reviewed annually by the governing board. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor/trustee claim form

Shirley Warren Primary and Nursery 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: _______________

This form should be submitted to Sophia Ship along with any relevant receipts.

The form should be submitted within 4 weeks 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