



## Governors' Allowances Policy

<b>Author</b>	Shane Baker	<b>Date:</b> January 2024
<b>Approved by:</b>	Finance Committee	<b>Date:</b> 21 <sup>st</sup> May 2026
<b>Last reviewed on:</b>	18 <sup>th</sup> May 2026	
<b>Next review due by:</b>	May 2027	

## Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Overview .....	3
4. Monitoring arrangements .....	3
Appendix 1: governor claim form .....	4
Appendix 2: approved mileage rates .....	5

---



### 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 Handbook](#) (section 4.7.1, paragraph 73) 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](#).

### 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 Finance Manager.

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: where these are not provided by a relative or partner. Actual costs incurred
- Care for elderly or dependent relatives: where these are not provided by a relative or partner: Actual costs incurred
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs: actual costs incurred
- Telephone charges, photocopying, postage, stationery, etc: actual costs incurred
- Other justifiable allowances

If additional expenses are incurred because your work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from school or home, reimbursement will be made for the food/drink items bought on the day claimed. If you plan to be at the school for a full day, or over lunch time, governors may request a lunch by contacting reception.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board **before** they are incurred.

The chair of governors (or the vice-chair in their absence) need to approve the expenses by signing the governor claim form, which should be completed before sending to the Finance Manager.

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.

All claims must be submitted to the Finance Manager within two weeks of the expenditure being incurred. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill will be required, identifying the relevant calls. This can be submitted in person, by post or by email.

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

The school's normal systems for authorising and processing payments will apply to claims made under this scheme. Reimbursements will be made in the form of a cheque.

### 4. Monitoring arrangements

This policy will be reviewed every year by the Headteacher. Any amendments will be presented at a meeting of the Finance Committee.

## Appendix 1: Governor Claim Form

**Cann Bridge 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)	
<b>Total expenses claimed</b>	

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

The form should be submitted within 2 weeks of the expenses being incurred.

**Approval**

Chair of Governors Signed: \_\_\_\_\_ 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
Bikes	20p	20p