



Governor Expenses Policy

Reviewed November 2024

1. 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.

2. Legislation and guidance

The DfE [Governance Guide](#) for maintained schools allows bodies in maintained schools with a delegated budget to choose whether or not to pay allowances or expenses to governors and associate members appointed by the governing body. 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](#).

3. Overview

Members of the governing body 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 body may claim allowances by completing a claim form (see appendix 1). Claims should be authorised by the Chair of governors and submitted to Sarah Blackman, School Business Manager to process. Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

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 body may claim for:

- Childcare – Reimbursement of costs paid to a registered childminder or babysitter, incurred to enable the governor to attend meetings of the governing body, resources committee or other agreed activities such as training. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home and cares for the child(ren).
- Care for elderly or dependent relatives - Reimbursement of costs paid to an authorised carer for situations defined above under Childcare.

- Extra costs where a governor requires additional support - Costs will be reimbursed e.g. translation services or facilities to assist visual or hearing impaired, or other special need
- Travel costs – Where a governor uses their own vehicle for the purpose of attending meetings or other agreed activities, a mileage rate and parking expenses can be claimed. The rate paid must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2). Where public transport has been used, costs will be reimbursed up to standard class rail travel. Where it is not possible to use public transport, the cost of a taxi fare will be reimbursed.
- Subsistence costs – Claims will be allowed for meals that would not otherwise have been purchased. Reasonable costs up to a maximum amount of £8 will be reimbursed.
- Telephone charges, photocopying, postage, stationery, etc. – where the governor has been unable to use the school’s facilities.
- Other justifiable allowances as agreed by the Resources Committee.

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

The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. A report of all claims will be reviewed annually by the Resources committee.

4. Monitoring arrangements

This policy will be reviewed 3 yearly by the Resources Committee. Any amendments will be presented at a meeting of the full governing body.

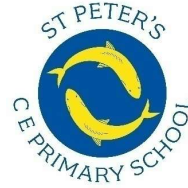
Adopted by the Resources Committee

Date: November 2024

Next Review due: November 2027

Appendix 1: governor claim form

ST PETER'S CE PRIMARY SCHOOL



Governor claim form

Name: _____

Address: _____

Claim period: (Term) _____

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	
Additional Support Costs (e.g. translation services)	
Travel or subsistence	
Telephone charges	
Photocopying	
Postage or stationery	
Other (please specify)	
Total expenses claimed	

Authorised by John Kitchen, Chair of Governors

Signed: _____

Date: _____

Once authorised, this form should be submitted to Sarah Blackman, School Business Manager along with any relevant receipts.

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