Statutory Policy

Governors Allowance

Responsibility of	Finance & Buildings Committee
Reviewed	September 2026
To be reviewed by	November 2027

Contents

1. Aims 1
2. Legislation and guidance 1
3. Eligible expenses 1
4. Ineligible expenses 2
5. Procedure for claiming expenses 2
6. Monitoring arrangements 3
Appendix 1: governor/trustee claim form 4
Appendix 2: approved mileage rates 5

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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.

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:

- **Childcare** up to a maximum of £X an hour [include any conditions, e.g. only where a governor does not have an alternative, suitable adult to care for a child during the time fulfilling their duties; that claims will be limited to reimbursing the actual cost paid to a childcare provider]
- **Care for elderly or dependent relatives** up to a maximum of £X an hour [include any conditions, e.g. only where a governor does not have an alternative, suitable adult to care for an elderly or dependent relative during the time fulfilling their duties; that claims will be limited to reimbursing the actual cost paid to a care provider]
- **Extra costs reasonably incurred** because they:
    - Have a medical need or a disability (and may need, for example, a signer or braille documentation). Note: wherever possible, governors/trustees should inform the board about

any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible

- Speak English as an additional language (and may need, for example, an interpreter or translated documentation)

- **Travel and subsistence costs:**
    - Car and motorbike mileage may be claimed for the purpose of attendance at meetings of the governing board or its committees or other agreed activities. Claims will be reimbursed at a rate not exceeding HM Revenue and Customs' approved mileage rate (see appendix 2)
    - Public transport, at a standard class rate, for the purpose of attendance at meetings of the governing board or its committees or other agreed activities
    - Car parking or bike storage, for charges that otherwise would not have been incurred
    - Meal/subsistence for meals that would not otherwise have been purchased, up to a maximum of £X
- **Clerical expenses**, such as photocopying or stationery, where governors/trustees are unable to use the school facilities
- **Other justifiable allowances,** as agreed by finance committee

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

4. Ineligible expenses

Governors 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 the Chair of the Finance Committee

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 3 months of the expenditure being incurred]

When an expenses claim is approved, payment will be provided within 14 days of approval.

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 the Finance Committee. Any amendments will be presented at a meeting of the full governing board.

1.1.1 Appendix 1: Governor claim form

Manor Primary School

Governor/trustee 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: _____

1.1.1

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)	
Total expenses claimed	

This form should be submitted to the Finance Committee Chair via the school office along with any relevant receipts.

The form should be submitted within 7 days of the expenses being incurred.

1.1.2 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