



Governors Allowance and Expenses Policy

Approved December 2025

To be reviewed December 2026

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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.

Legislation and Guidance

The maintained schools governance guide (section 4.11.1) 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 School Governance (Roles, Procedures, and Allowances) (England) Regulations 2013, part 6.

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 lost earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Mrs R Cunliffe, School Business 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.
- Care for elderly or dependent relatives.
- Extra costs incurred because they have a special need or English as a second language.
- Travel and subsistence costs.
- Telephone charges, photocopying, postage, or stationary.
- Other justifiable allowances.

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 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 HMRC's approved mileage rates (see appendix 2).





Monitoring Arrangements

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





Appendix 1 – Governor Claim Form



Kingsbury Primary Special 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)	
Total expenses claimed	

This form should be submitted to Rebecca Cunliffe, School Business Manager, along with any relevant receipts.

The form should be submitted within **one week** of the expenses being incurred.





Appendix 2 – approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published online by HMRC.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

