Achieving Excellence Together

Governors' Allowances Policy

Date approved: 19th October 2026
Next review: Autumn Term 2029

1. Aims

The Governing Body has decided to pay reasonable allowances from the school's delegated budget to cover any costs that its 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) states that Governing Bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to their 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 No 1624, 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 also 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, stationery, etc.
- other justifiable allowances

Reimbursable costs *must* be agreed in writing by the Chair of Governors Committee *before* they are incurred.

4. Claims

Claims will be paid in arrears on a case-by-case basis.

The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims which appear excessive or inconsistent. All claims will be subject to an independent audit.

Travel expenses, where a governor uses their own vehicle, will be paid at the rate of 25p per mile from home (or other location which is closer to the school) to school and return.

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

Claims should be submitted to the Finance Officer by completing the form in Appendix 1 within 28 days of incurring the expense. Late claims will not be accepted.

Appendix: Governor Expenses Claim Form

Grove Primary School

Chadwell Heath Lane, Romford, RM6 4XS

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 Paulette Spencer, Office Manager along with any relevant receipts.

The form should be submitted within 28 days of the expenses being incurred.