



Governors' Allowances Policy

Written By:	Headteacher
Approved By:	Full Governing Body
Last reviewed on:	November 2025
Next review on:	November 2026

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 63) 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. This policy explicitly excludes allowances for attendance allowances or payments intended to compensate for loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to School Business Manager (SBM).

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, stationery, etc.
- Other justifiable allowances

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

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 will be reviewed and approved by the Chair of Governors, or a designated committee, prior to reimbursement. Any disputes or irregularities will be addressed through the school's formal grievance procedures.

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

Governors who are unsure about their entitlement or need assistance completing a claim form should contact the School Business Manager for guidance and support.

4. Monitoring arrangements

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

A summary of all allowances paid will be included in the annual governance report to ensure transparency and oversight.

Appendix 1: governor claim form

Grimsdyke 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 Mrs Hetal Dattani, School Business Manager along with any relevant receipts.

Claims should be submitted within 2 weeks of the expenditure, and no claims will be accepted after a period of three months from the date of incurrence unless exceptional circumstances apply.

This section is to be completed once authorization of the claim has been approved.

Duty of Service	
Name:	
Amount Received (£):	
Signature of Governor:	
Signature of SBM/Finance Officer	
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