



Governors' Allowances Policy

Date of Policy: January 2024

Date of review: January 2026

Who the review will involve: Headteacher, Governors

Senior member of staff responsible for overseeing that this policy is implemented and regularly reviewed: Headteacher

Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover specific costs that governors may 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 [Governance Handbook](#) (section 4.7.1, paragraph 73) says that governing bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to governors. 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](#).

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) and submitting it to the Chair of Governors.

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 or care for a dependent (actual cost incurred)

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren or the person requiring care during a period of absence, in which that governor attends meetings of the Governing Body, its committees or is otherwise representing the school. Claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of the sum paid to a carer.

- Support for Governors with special needs (actual cost incurred)

Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the activity in question. Claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- Support for governors whose first language is not English (actual cost incurred)

The costs for translation of documents or provision of an interpreter may be met

- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors 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.

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

Review

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

Appendix 1: Governor Claim Form



The Avon Valley School - Governor Claim Form

Name:

Address:

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	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Chair of Governors along with any relevant receipts.

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

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