Governors' Allowances Policy

Inspire to achieve; persevere to succeed

The policy covers many of the articles from the UN Convention on the Rights of the Child. Some key articles, are highlighted below:

Article	
3	The best interests of the child must be a top priority in all decisions and actions that affect children.
19	Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Approved by:	Finance & Resources Committee	**Date:**	09/12/2025
Signature (Chair of Committee):	Sharon Green	**Signatures (Co-Headteachers):**	Anre Buchner
Last review date:		**Next review date:**	December 2026

1. Aims....2
2. Legislation and guidance....2
3. Overview....2
4. Monitoring arrangements....3
Appendix 1 – Governor Claim Form....4
Appendix 2 – HMRC Approval Mileage Rates....5
Appendix 3 – The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, No 1624 part 6....6

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 Guide for maintained schools 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.

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.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to rputtnam@gascoigne.co.uk

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 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).

4. Monitoring arrangements

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

Appendix 1 – Governor Claim Form

Gascoigne Primary 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 Co-Headteacher a.buchner@gascoigne.co.uk, at Gascoigne Primary School, along with any relevant receipts.

The form should be submitted within 6 weeks of the expenses being incurred.

Appendix 2 – HMRC Approval 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

Appendix 3 – The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, No 1624 part 6.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

No. 1624 / PART 6

PART 6 Governors' Allowances

Interpretation

27. In this Part—

(a)"governing body" includes a temporary governing body constituted under section 34 of the EA 2002; and

(b)"governor" includes a member of a temporary governing body.

Schools with delegated budgets

28.—(1) The governing body of a maintained school which has a delegated budget(1) may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.

Schools without delegated budgets

29.—(1) The allowances referred to in paragraph (2) are prescribed as allowances which a local authority for a maintained school which does not have a delegated budget, may—

(a)pay to a governor of the school, in accordance with the provisions of a scheme made by the local authority for the purposes of section 519 of the EA 1996;

(b)pay to an associate member of the governing body of the school.

(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member, to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the authority, and made on provision of a receipt for the relevant amount.

Travel payments for private vehicles

30. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate(2) as published from time to time.

(**1**)

"Delegated budget" has the same meaning as at Part 2 of the 1998 Act.

(**2**)

HMRC's Approved Mileage Rates are available at: http://www.hmrc.gov.uk/rates/travel.htm