



## Governor Allowances & Expenses

**Date reviewed and approved by Governing Body:** April 2025

**Review period:** Annually

**Next review due:** April 2026

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### 1. Aims

The governing body has decided to pay reasonable allowances from the school's delegated budget to cover any exceptional costs that Governors incur.

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) says that bodies in maintained schools with a delegated budget can choose whether or not to pay allowances to body 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

The 2025-2026 budget has been challenging and therefore, it was agreed to include only £100 for governor expenses. Governors have agreed that costs will be paid for unexpected expenditure e.g. if they are required to attend a meeting away from school. Before making a claim for expenses the Governor should agree with the Chair of Governors. No claims will be paid if prior agreement has not been made.

This does **not** include 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 for approval and then it will be passed to the School Business Manager to arrange payment.

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

If attendance is required at additional exceptional meetings members of the governing body 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.

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 FGB. Any amendments will be presented at a meeting of the full governing body.

### 5. Equality Review

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### 6. Links with other policies

- Governors code of conduct

## Appendix 1: Governor claim form



### 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.

Details of the additional requirement/exceptional circumstances resulting in  
the requirement to claim (e.g. attending a hearing):

Signed: \_\_\_\_\_  
\_\_\_\_\_

Date:

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

The form should be submitted within 4 weeks 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](#).

### Tax: rates per business mile

	First 10,000 miles	Above 10,000 miles
<b>Cars and vans</b>	45p (40p before 2011 to 2012)	25p
<b>Motorcycles</b>	24p	24p
<b>Bikes</b>	20p	20p