Governor Allowances Policy

Name of Responsible Manager/Headteacher	Alice Tubbs Headteacher
Date Policy approved and adopted	September 2026
Date Due for review	October 2027

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 Maintained Schools Governance Guide (section 4.11.1) 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.
Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the clerk to governors through the school office.
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 governing body **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 governing body. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

XXXX **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 the clerk to the governors through the school office or by email along with any relevant receipts.

The form should be submitted within 14 days of the expenses being incurred.

Appendix 2: Approved Mileage Rates

The school reimburses business mileage in line with **HM Revenue & Customs (HMRC) Approved Mileage Allowance Payments (AMAP)**. The rates below apply from the **2026–2027 tax year** and may be amended if HMRC updates its approved rates.

Vehicle type	First 10,000 business miles (per tax year)	Each business mile over 10,000
Cars and vans	**55p**	**25p**
Motorcycles	**24p**	**24p**
Bicycles	**20p**	**20p**

Where an employee carries another employee as a passenger on the same business journey, an additional **5p per passenger per business mile** may be claimed, in line with HMRC guidance.

These rates are based on HMRC Approved Mileage Allowance Payments and will be reviewed periodically to ensure they remain current.