

# **St John's Church of England Primary School**

## **Governor Allowances Policy**



*Gather, Grow, Go* - The Parable of the Mustard Seed (Matthew 13: 31-32)

**Date agreed and ratified by Governing Body: March 2026**

**Date of next review: March 2027**

The Governing Board in having a delegated budget has a statutory duty to determine whether to pay allowances, and where they choose to do so, it must be in accordance with a policy or scheme.

The Maintained Governance Guide states:

If the governing body has a delegated budget, they can pay allowances or expenses to governors and associate members appointed by the governing body (see [School governance \(roles, procedures and allowances\)\(England\) Regulations 2013](#)). This **must** be:

- in accordance with a policy or scheme created by the school and approved by the governing body
- for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings
- paid at a rate set out in the scheme and limited to the amount shown on the provided receipt

Travel expenses **must** not exceed the [HMRC approved mileage rates](#).

**This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.** These regulations give Governing Boards the discretion to pay allowances from the school's annual budget allocation to Governors for certain allowances which they incur in carrying out their duties.

St John's Church of England Primary School Governing Board believes that paying Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective. This does not include payments for attendance allowance or to cover loss of earnings for attending meetings.

All Governors of St John's Church of England Primary School are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, which they incur as follows:

- To attend governors' meetings, committee meetings, panel meetings and any other meeting which as a governor you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services /diocese/Local Authority/ other training provider
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the chair of the board

Casual visits to the school for school events do not qualify

Payments of expenses where these have been or are already met by the LA or any other body (e.g. diocese) are excluded from this policy.

### **Expenses Allowances**

Allowances and expenses necessarily incurred for which a claim may be made are defined in the following subsections:

1. **Childcare or babysitting allowances** Where a governor does not have a spouse, partner or other responsible adult to care for a child(ren) during a period of absence in which that governor

attends meetings of the Governing Board, its committees or in otherwise representing the school or governing board. Claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of attendance at an after-school provision that they do not regularly attend. Appropriate proof of payment will need to be submitted.

2. **Cost of care arrangements for an elderly or dependent relative** Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence. Appropriate proof of payment will need to be submitted.
3. **Governors with a special need.** Where the school or governing board does not provide facilities or equipment to enable a governor, for example, 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 care support. Appropriate proof of payment will need to be submitted.
4. **Governors whose first language is not English.** The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs. Appropriate proof of payment will need to be submitted.
5. **Telephone charges, photocopying costs, printer ink, postage and stationery.** May be reimbursed where the Governor is unable to use the facilities of the school or their own technology in the performance of any duty on behalf of the governing board. Governors must keep a written record or obtain a receipt (where possible) relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.
6. **Travel and subsistence.** Mileage, by the least expensive means as possible, may be claimed between the governor's home and the school or other venue which governors are required to attend on business related to the work of the governing board (e.g. meetings, training courses, conferences, visits to other providers, etc.). Where necessary, the cost of parking to enable attendance of governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt. Any public transport fare will be reimbursed up to the cost of a standard ticket. Mileage allowance will be reimbursed at the prevailing rate for HMRC. Where governors share transport, only the driver may claim mileage expenses. The headteacher and any governor who is employed at the school will not be eligible to claim mileage to meetings unless an additional return journey has been made to attend.

Reasonable subsistence costs associated with attending national meetings or training events will be payable unless these costs can be claimed from the LA or any other source.

### **Claiming Expenses**

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the school office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the chair of the board or chair of finance/vice chair in respect of the chair of the board.

Reimbursement will be made within a reasonable time frame.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the chair of the board (or chair of finance/vice chair in respect of the chair of the board).

### **Monitoring Arrangements**

The finance monitoring pair will monitor the spending as part of their monitoring duties and report back to the Board.