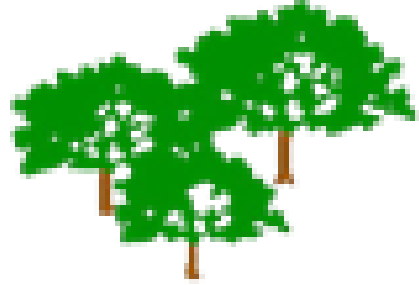


Grove Street Primary and Nursery School

Grove Street
Primary School



MINDS | LEARNING | FUTURES

Every child deserves a Champion

Governors' Allowances Policy

Date of Policy Implementation	June 2026		
Headteacher Signature	Lisa Walsh	Chair of Governors Signature	Nicky Cornford

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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

Aims to ensure a fair and consistent approach to the payment of governors' allowances and the reimbursement of expenses incurred

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

Boards in maintained schools with a delegated budget can pay allowances or expenses to board members, in accordance with a policy or scheme created by the school and approved by the governing board. This is set out in the [governance guide for maintained schools](#).

Where the board does not have a delegated budget, the local authority (LA) can pay relevant allowances and expenses, which may be at a different rate decided by the LA.

The legislation on governors' allowances is set out in the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

This policy complies with our funding agreement and articles of association.

3. Eligible expenses

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

Members of the governing board may claim reasonable costs for extra costs reasonably incurred such as:

- Clerical expenses, such as photocopying or stationery, where governors/trustees are unable to use the school facilities
- Other justifiable allowances, as agreed by the governing board

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in writing by the governing board in line with the above values before they are incurred. A governor cannot approve their own claim.

4. Ineligible expenses

Governors may not:

Be paid any attendance allowance

Be reimbursed for:

- o Any loss of earnings
- o Travel or accommodation costs for spouses, partners or family members
- o Excessive costs – for example, on travel
- o Telephone or other communication costs for business unrelated to carrying out their duties
- o Costs of training or of training materials that are unrelated to their duties (including those relating to the governor's professional or academic interests)

5. Procedure for claiming expenses

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Amanda Wylde (School Business Manager).

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

- Any claim must be submitted within 3 months of the expenditure being incurred

When an expenses claim is approved, payment will be provided within 30 days of approval.

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. If a claim is found to be excessive, unreasonable or false, the governor may be required to pay back such expenses.

6. Monitoring arrangements

This policy will be reviewed annually and formally updated every three years, or sooner if legislation or guidance changes.

Appendix 1: governor claim form

Grove Street 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: _____

<u>EXPENSE TYPE</u>	<u>£</u>
<u>Childcare</u>	
<u>Care arrangements for dependent relatives</u>	
<u>Support for a special need or English as a second language</u>	
<u>Travel or subsistence</u>	

<u>Telephone charges, photocopying, postage or stationery</u>	
<u>Other (please specify)</u>	
<u>Total expenses claimed</u>	

This form should be submitted to: Amanda Wylde, Grove Street Primary along with any relevant receipts.

The form should be submitted within 3 months 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](#).

<u>TYPE OF VEHICLE</u>	<u>FIRST 10,000 MILES</u>	<u>ABOVE 10,000 MILES</u>
<u>Cars and vans</u>	<u>45p</u>	<u>25p</u>

<u>Motorcycles</u>	<u>24p</u>	<u>24p</u>
<u>Bikes</u>	<u>20p</u>	<u>20p</u>

