



Governors Allowances' Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
June 2026	June 2027	FGB	Governing Body	Ike Sannie-Lamptey

Aspire, Believe & Achieve











Policy last reviewed: June 2026

Introduction

Governors give their time generously for the benefit of the school. So that every Governor is able to attend meetings and training and is not prevented for financial reasons from playing his or her full part as a governor, the Governing Body formally agreed the following policy on paying Governors' expenses.

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 makes provision for allowances to be paid for certain expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

Key features of this policy

- Governors are required to be mindful that expenses can only be claimed for legitimate expenditure directly incurred in their role as a governor of this school.

- Governors cannot claim an allowance for attendance at meetings.

- Governors cannot claim expenses for loss of earnings.

- Governors may be reimbursed for expenses, including child care costs, incurred whilst attending Governors' meetings, training courses and other agreed meetings undertaken in the course of their duties. All the categories under which expenses may be claimed are set out below:

    1. Governors can only claim expense for the actual cost incurred (that is, the cost must have been incurred by the Governor before it can be reimbursed). Claims will only be considered if receipts verifying expenditure are presented.

    2. It is the responsibility of Governors to decide for themselves whether or not to claim.

    3. The method of claiming expenses should ensure that Governors are able to claim without embarrassment.

    4. Existing Governors (and new governors at their first meeting) should be given a copy of this policy. The policy will also be made available on request to any prospective governor.

    5. The policy should be reviewed annually by the Finance and Personnel Committee and any changes agreed by the Full Governing Body.

Approved categories

There are three approved categories:

1. Travel
2. Childcare or care for dependent relative
3. Clerical

1. TRAVEL EXPENSES

Public Transport – Reimbursement of fare upon production of ticket; rail travel should be by second class and every effort should be made to use fares which offer best value.

Car - Mileage may be claimed for distances exceeding 1 mile each way for the purpose of attendance at meetings of the Governing Body or its Committees or other agreed activities. Claims will be reimbursed at the HM Revenue and Customs rate for mileage and fuel allowances.

Taxi – Reimbursement of fare upon production of receipt. A taxi should only be used if the same journey cannot be made by public transport or is necessary to ensure the safety of a Governor.

2. CHILDCARE OR DEPENDENT RELATIVE CARE EXPENSES

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the Governor is attending meetings of the Governing Body or its Committees or other agreed activities. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child (ren). Reimbursement cannot be made for informal arrangements with family members.

3. CLERICAL EXPENSES (stamps, envelopes, photocopying etc)

Where a Governor is unable to use the School's facilities for any of the above a claim for reimbursement may be made. Receipted accounts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Procedure for Claiming

In order to provide a clear audit trail, Governors claiming allowances should complete a copy of the attached proforma, providing proof of attendance at the meeting or training course (signature of Chair of meeting or course tutor is required) and proof that expenditure has occurred.

If a Governor is unsure about claiming for expenses, he or she should seek guidance from the Chair of the Finance and Personnel Committee, who may in turn seek further guidance, should the need arise.

The Finance and Personnel Committee agrees an annual budget to cover Governors' expenses when the School sets its spending plan.

The Headteacher or Finance Officer allocates the expenditure to the relevant budget, and keeps a record together with completed claims proformas.

The Finance and Personnel Committee monitors expenditure and agrees any virement as may be necessary.

The policy will be recommended to the Full Governing Body at the next meeting for approval.

The policy will next be reviewed in June 2027.

COPPICE PRIMARY SCHOOL GOVERNING BODY

GOVERNORS' EXPENSES CLAIM FORM

NAME: _____

I wish to claim **£**_____(please insert amount claimed and tick appropriate boxes)

I CERTIFY THAT I ATTENDED A MEETING ON _____(date)

AT_____

_____Chair of the Meeting/Course Tutor (please print name)

_____Signature of Chair/Course Tutor

1. **TRAVEL EXPENSES**

Public transport – please attach a ticket or print out of fare □

Mileage for car – please list mileage incurred □

Mileage _____

Taxi fare – please attach receipt □

2. **CHILD CARE / DEPENDENT RELATIVE** □

Please request registered childminder sign and date below, and insert amount to be claimed above.

Name (print) _____Signature _____Date_____

3. **CLERICAL EXPENSES** □

Please attach a list of the items purchased and a receipt to this proforma
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I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE REIMBURSED THIS CLAIM ACCORDINGLY

_____Executive Headteacher (please print name)

_____Signature of Executive Headteacher

Date_____

I CERTIFY THAT I HAVE RECEIVED £_____IN RESPECT OF GOVERNORS' EXPENSES

_____Claiming Governor (please print name)

_____Signature _____Date