Governor Allowances Policy

Fairmead School

Wellbeing Statement: At Fairmead School we take a holistic approach to the wellbeing of our young people and staff. All policies are written with this in mind and consider the physical and mental wellbeing of our young people, staff and our school community.

Signed by:	Mrs T Felstead
Date:	14th July 2025
Next review:	July 2026

Aims of the Policy

This governance board has decided to pay certain 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.

Legislation and guidance

The School Governance (Procedures, Roles and Allowances) Regulations 2013, part 6 allows boards in maintained schools with a delegated budget to choose whether to pay allowances to board members.
Where they choose to do so, it must be in accordance with a policy or scheme.

Overview

Members of the governance board may claim allowances to cover expenditure necessary to enable them to perform their duties. **This does not include attendance allowance, or payment to cover loss of earnings.**

Members of the governing board may claim allowances by completing a claim and submitting it to the School Business Manager within two weeks of the date when the allowances were incurred.

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 governance board may claim for:

- Childcare or babysitting allowances (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- The cost of travel relating only to travel to meetings/training courses at the current rate specified by the LA which does not exceed the specified rates;
- Travel and subsistence costs, payable at the current rates specified by HM Revenue and Customs (HMRC), associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc.;
- Any 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 board **before** they are incurred.

The chair of the board (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 HMRC approved mileage rates (see below).

Monitoring arrangements

This policy will be reviewed annually by the governance board. Any amendments will be presented at a meeting of the full governing board.

Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the [HMRC Travel-mileage and fuel rates and allowances]

Type of vehicle	First 10,000 miles	Above 10,000 miles
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Governor/Trustee Allowances Claim Form

Name:	**Date:**
Address:	
Claim Period:	

I claim the total sum of £.......... for governor/trustee expenses as detailed below. I have attached relevant receipts to support my claim.

Signed...

	£	p
Childcare/Babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify below)		

Warning: claiming for journeys or miles not driven is an offence under section 15 of the theft act 1968

Journey details

Date	From	To	Reason for Journey	Number of miles	Other expenses e.g. parking

Other Expense details

Date	Reason for Expense	Detail of Expense