



Governors' Allowances Policy

Review Date January 2026

Every Child, Every Chance, Every Day; Working Together



Contents

1. Aims	2
2. Legislation and guidance.....	2
3. Overview	2
4. Monitoring arrangements	4
Appendix 1: governor claim form.....	5
Appendix 2: approved mileage rates.....	Error! Bookmark not defined.

1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to support 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 [Governance Handbook](#) (section 4.7.1, paragraph 73) 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 School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Overview

Crabtree Farm Primary School Governing Board may claim for specific expenses to enable them to perform their duties and enables equality of opportunity to serve as a governor.

Whilst governors consider it is an appropriate use of school funds, they recognise the importance of using the school budget to directly enhance the life chances of children.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a governor or representative of Crabtree Farm Primary School, and are either:

- Related to attendance at formal governing board meetings or pre-agreed events.
- Have been agreed by the full governing board before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis:

- Childcare (excluding payments to a current/former spouse or partner)
- Cost of care arrangements for elderly or dependent relative (excluding payments to a current/former spouse or partner)
- Extra costs incurred in performing duties because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying etc.

The Governing Board of Crabtree Farm Primary School acknowledges that:

- Governors will not be paid an attendance allowance
- Governors may not be reimbursed for loss of earnings

The budget set for the financial year for governors' allowance is £20 per claim.

The amount cannot be exceeded without approval of the Governing Board.

Governors wishing to make a claim under these arrangements should complete the expense claim form (see appendix 1), obtainable from the School Business Manager, attach receipts, and return it to the school. The School Business Manager will present a Governors Expenses Report to the full governing board, for approval.

Claims will be paid in arrears on a case-by-case basis, be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent. Reimbursable costs must be agreed in principle by the governing body **before** they are incurred.

Travel expenses for the use of a vehicle must not exceed the HMRC approved mileage rates.



4. Monitoring arrangements

This policy will be reviewed periodically by governing body. Any amendments will be presented at a meeting of the full governing body.

The policy was ratified by the Full Governing Body on 31st January 2024.

Chair of Governing Board: Alison Weaver

It will be reviewed in January 2026.

Appendix 1: Governor Claim Form

Crabtree Farm 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: _____

Expenses 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	
Total expenses claimed	

This claim form, including receipts, should be submitted to the School Business Manager within two months of the expenses being incurred.

*The table below shows HMRC's current approved mileage rates, published on [the HMRC website](#).

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

