



Governors' Allowances Policy

Version 3

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give governing bodies of maintained schools with delegated budgets the discretion to pay allowances to governors and associate members for expenditure necessarily incurred in carrying out their duties. Old Fletton Primary School Governing Body 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.

All governors of Old Fletton Primary School will be entitled to claim the actual costs, which they incur, as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of the School, and are agreed by the FReSH Committee as being justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and **with the prior approval of the Governing Body**:
 - Childcare or babysitting allowances (excluding payments to a current/former spouse or partner or family member);
3. The cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner or family member).
4. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language.
5. The cost of travel relating only to travel to meetings/training courses, at the current HMRC approved mileage rates, where the governor uses their own vehicle, and subject to the rates and conditions set out in this policy.
6. Travel and subsistence costs, at the current rates applicable to school personnel or the rates agreed by the Governing Body, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source.
7. Telephone charges, photocopying, stationery, postage etc.
8. Any other justifiable expenditure necessarily incurred in enabling a governor to perform their duties, subject to prior approval by the Governing Body.

Note: Governors will be reminded not to use loyalty points or reward cards in connection with expenditure for which reimbursement is being claimed.

The Governing Body acknowledges that:

1. Governors may not be paid an attendance allowance or any payment simply for attending meetings.
2. Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought where required, should complete a claims form (obtainable from the School Office), attaching receipts where applicable, and return it to the School within two weeks of the date when the expenditure was incurred. Claims will then be submitted for approval by the Chair of Governors or Chair of FReSH and presented to the FReSH Committee, which meets at least once per half-term, for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of FReSH in respect of the Chair of Governors) if they appear excessive or inconsistent.

Current regulatory position and guidance

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 replaced the Education (Governors' Allowances) (England) Regulations 2003 from 1 September 2013. The current regulations provide that, where a maintained school has a delegated budget, the governing body may determine to pay a governor or associate member an allowance in respect of expenditure necessarily incurred for the purpose of enabling them to perform their duties. Payments must be made in accordance with the governing body's scheme and, where applicable, on provision of a receipt.

The Department for Education's current Maintained schools: governance guide confirms that:

1. Governing bodies may pay allowances or expenses to governors and associate members where the school has a delegated budget.
2. Such payments should be made in accordance with a policy or scheme created by the school and approved by the governing body.
3. Payments should relate to expenditure incurred to enable the person to perform their governance duties and do not include loss of earnings for attending meetings.
4. Other expenses should be supported by a receipt and limited to the amount shown on the receipt.
5. Travel expenses must not exceed the HMRC approved mileage rates.

Current HMRC mileage rates

For the **2026/27 tax year**, the HMRC approved mileage rates are:

- **Cars and vans:** 55p per mile for the first 10,000 business miles and 25p per mile thereafter.
- **Motorcycles:** 24p per mile.
- **Bicycles:** 20p per mile.

These rates may be amended by HMRC from time to time and this policy will be interpreted in accordance with the current HMRC approved rates.

Old Fletton Primary School

Governor allowance claim form

Name..... Address.....

School.....

Date/claim period.....

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

Signed.....

Type of claim	Amount spent
Childcare	
Care of elderly or dependent relative	
Support for governors with special needs	
Support for governors whose 1 st language is not English	
Travel/subsistence to national ,meetings ot training events	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
Total claim	

Agreed and signed by Chair/Vice Chair of Governors or Headteacher

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