

‘Every opportunity to educate everyone forever’

School Governor Allowances Policy

Reference: 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.

School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 give Governing Bodies the discretion to pay allowances, from the school's annual budget allocation, to governors for certain allowances which they incur in carrying out their duties.

Mellers' Federation 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 and have agreed that expenses may be paid to ensure attendance at meetings. This will be agreed on an individual basis by liaising with the Chair of Governors.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties as a Governor or representative of Mellers' Federation, 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 an elderly or dependent relative (excluding payments to a current/former spouse or partner).
- Extra costs incurred in performing duties either because they have special needs or English as a second language.
- Travel and subsistence costs.
- Telephone charges, photocopying etc.

The Governing Board pledges that:

- Governors will not be paid an attendance allowance.

- Governors may not be reimbursed for loss of earnings.
- Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The budget set for the financial year for Governors' allowances is £100. The amount cannot be exceeded without approval of the Governing Board.

Governors wishing to make claims under these arrangements should complete the expenses claim form (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. Reimbursement costs must be agreed in principle by the governing board **before** they are incurred.

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

APPENDIX 1

[School name]

Governor expenses 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: _____

Expense Type		
e.g. Childcare	Version date:	
Owner:	Approved by (If applicable):	
Next review date:	Approval date:	

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