

LOVE, COURAGE & RESPECT
Learning and Achieving Through Love, Courage and Respect

BRIGHSTONE C.E. PRIMARY SCHOOL



Governors' Expenses and Allowances Policy

Date Agreed: June 2026

Review Date: June 2028

BRIGHSTONE AIDED PRIMARY SCHOOL
Governors' Expenses and Allowances Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	3 rd May 2011	AJ	GB	
2	24 th April 2012	AJ	GB	Mileage rates updated from inland Revenue website
3	April 2014	KH	GB	Costings re child care
4	February 2015	KH	GB	
5	June 2019	ES	Finance	Slight changes
6	March 2023	ES	Finance	Minor change
7	June 2026	RL	Finance	Minor changes, including mileage rates

1. Introduction

The Education (Governors' Allowances) Regulations 2003 came into force on 1 September 2003 and make provision for allowances to be paid for any expenditure necessarily incurred by governors or associate members in carrying out their duties.

Governors cannot be paid an attendance allowance (i.e. payment for attending meetings) or receive payment to cover loss of earnings.

Any claim for allowances must be met from the school's delegated budget. Payment may also be made from any other source of income to the school, provided that the person or body providing those funds is made aware that they may be used for this purpose. As long as only actual expenditure is reimbursed, governors will not be liable for tax.

2. Aims and purpose

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover costs that board members incur while carrying out their duties.

This policy sets out the terms and conditions under which such allowances will be paid. By adopting this policy, the governing board aims to ensure that no member of the community is prevented from becoming a governor due to the financial costs associated with the role.

3. Legislative framework and guidance

The Governance Guide for maintained schools states that governing boards with a delegated budget may choose whether or not to pay allowances to governors. Where they choose to do so, payments must be made in accordance with an agreed policy or scheme.

The statutory provisions relating to governors' allowances are set out in:

- *The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6*
- *The Education (Governors' Allowances) Regulations 2003*

4. Scope of allowances

Governors and associate members may claim allowances for expenditure necessarily incurred to enable them to perform their duties.

Governors/trustees may not:

- Be paid any attendance allowance
- Be reimbursed for:
 - Any loss of earnings
 - Travel or accommodation costs for spouses, partners or family members
 - Excessive costs – for example, on travel
 - Telephone or other communication costs for business unrelated to carrying out their duties
 - Costs of training or of training materials that are unrelated to their duties (including those relating to the governor/trustee's professional or academic interests)

Allowable claims may include the following categories.

4.1 Childcare

Claims may be made for childcare or babysitting costs incurred while attending meetings of the governing board, its committees, or other agreed activities such as training events.

- Reimbursement is limited to **£10 per hour**
- Care must be provided by a registered childminder or babysitter
- Appropriate proof of payment must be submitted
- Claims will not be accepted where a spouse, partner, or other responsible adult normally living in the household is available to care for the child(ren)

4.2 Care for elderly or dependent relatives

Claims may be made for the cost of care arrangements for elderly or dependent relatives in circumstances similar to those outlined for childcare.

4.3 Additional needs

Governors may claim additional costs incurred due to a special need or because English is an additional language, where such costs are necessary to enable them to fulfil their role.

4.4 Telephone, printing, and stationery

Where governors are unable to use school facilities, claims may be made for:

- Telephone charges
- Photocopying, printing, ink, postage, and stationery

Receipts must be provided where appropriate and should show a VAT number. Where receipts are not available, a detailed written record must be submitted. Governors are encouraged to view papers electronically wherever possible; access to school facilities can be arranged.

4.5 Travel and subsistence

Mileage may be claimed for journeys **exceeding 15 miles** undertaken for attendance at meetings of the governing board, its committees, or other agreed activities.

Mileage rates are:

- Cars: **45p per mile**
- Motorcycles: **24p per mile**
- Bicycles: **20p per mile**

These rates must not exceed HM Revenue and Customs (HMRC) approved rates for business travel.

Where public transport is used, the actual cost of standard-class travel will be reimbursed. Where public transport is not reasonably available, taxi fares may be claimed. Receipts must be provided and must show a VAT number.

Subsistence claims (such as meals or car parking costs that would not otherwise have been incurred) may only be claimed with **prior approval** and must be supported by a valid receipt.

5. Claims process

Claims must:

- Be made using the approved claim form (see appendix 1)
- Be supported by original receipts (e-receipt or paper receipt)
- Be limited to the actual cost incurred

Claims should normally be submitted **in arrears on a termly basis**, unless the amount claimed is substantial.

Claims must be authorised by the **Headteacher or Chair of Governors** and submitted to **Elaine Sharp (School Bursar)** for payment.

Reimbursable costs should, where possible, be agreed in principle before they are incurred. The Chair of Governors (or Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims are subject to independent audit. If a claim is found to be excessive, unreasonable or false, the governor may be required to pay back such expenses.

6. Monitoring and review

This policy and the amounts payable will be reviewed **bi-annually** by the governing board. Any amendments will be presented for approval at a meeting of the full governing board.



Brighstone C.E Aided Primary School

Governors' Allowance Claims Form

NAME:	DATE:
ADDRESS:	CLAIM DESCRIPTION:
POST CODE:	CLAIM DATE:

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

Signed:

TYPE OF CLAIM		AMOUNT
Mileage @ _____	45p / mile	
Travel to meeting/training course		
Support for additional needs		
Support for case where English is not first language		
Other (see e.g.'s in 4) – please state		
TOTAL ALLOWANCE CLAIMED		£
Comments/details:		

Approved by:

Position:

Date claim paid: