THE STICKNEY & NEW LEAKE PRIMARY SCHOOLS FEDERATION

Governors' Allowances Policy

This policy will be reviewed **annually,** or earlier if required by legislation or new DfE guidance and presented to the Full Governing Board for adoption.
Ratified By: **Governing Board**
Date Ratified: 12th May 2026
Next Review Due: May 2027

Stickney Vision

Our inclusive church school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment and we empower every member of our community to seek positive transformation in the world.

New Leake Vision

Our inclusive school aims to fulfil the potential of all. We work together to open minds and broaden horizons from the foundation of our shared Christian values. We pursue excellence through our inspiring and creative learning environment and we empower every member of our community to seek positive transformation in the world.

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Statement of intent

At The Stickney and New Leake Primary Schools Federation, we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow the Executive Headteacher of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors, and associate members appointed by the governing board, for any expenses, e.g. travel and childcare costs, they have incurred when serving on the board.

This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the school has benefitted from the individual attending in their duty.

The school believes that including reimbursed payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE (2024) 'Maintained schools governance guide'

2. Roles and responsibilities

The chair of governors and Executive Headteacher will be responsible for

- authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.
- Retaining receipts of any relevant expenses.
- Avoiding situations where personal interests conflict with governance duties.
- Being aware that their service is on a voluntary basis and that they will not be paid for their role as a governor.

3. Governors' allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors, and associate members appointed by the governing board, in order to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the school. Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the chair of governors in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the Executive Headteacher or chair of governors following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the chair of governors has deemed the circumstances to be beneficial to the school and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

4. Expenses eligible for reimbursement

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the chair of governors:

Travel (no subsistence will be considered)

- Claims for expenses may be made for travel between the governor's household and the school, which will not exceed the annual level of mileage rates published by HMRC
- The nature of the visit must be specific to their role on the board, e.g. governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated receipt.

Childcare

- In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of £4 per hour.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

Specific needs

- Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
- The circumstances in which governors can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc.

- Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
- Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the school may decide to reimburse in other instances; however, this must be agreed in advance by the chair of governors.

No claims will be considered for remote attendance at meetings or free online training.

5. Procedure for claiming expenses

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the school business manager via the school office. The chair of governors will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the chair of governors. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the chair of governors may refuse requests.

Governors will be reminded to ensure that their claim is relevant in enabling them to fulfil governance duties. Governors will also ensure that the claim is made in accordance with the Expenses eligible for reimbursement section of this policy and statutory legislation and guidance, including The School Governance Regulations 2013 and the 'Maintained schools governance guide'.

Claims can be made using the form in Appendix A.

Appendix A – Governors' Allowances Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

Section one

Name of governor		**Date**
Date of expenditure	**Details of expenditure**	**Claim**
Total claim		**£**

[To be completed once authorisation of the claim has been approved.]

I certify that the above expenses are actual and necessary, and confirm that the payment has been received.

Signature of governor		**Date**
Signature of headteacher		**Date**
Reimbursed by (name)		**Date**

Section two

Duty of service	
Name	
Amount received (£)	
Signature	
Date	