Uplands Primary School Governors' Allowances policy

Date renewed: November 2026

Date for Review: November 2027

Aims

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

2. This policy sets out the terms on which such allowances will be paid.

3. By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Legislation and guidance

4. The Maintained Schools Governance Guide (section 4.11.1) says the governing body with a delegated budget can choose whether or not to pay allowances or expenses to governors and associate members appointed by the governing body. Where they choose to do so, it must be in accordance with a policy or scheme.

5. The legislation on governors' allowances is set out in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.

Overview

6. Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties. **They must always apply the principles of best value when purchasing items**.

7. This does **not** include an attendance allowance, or payment to cover loss of earnings.

8. Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the School Finance Officer

9. Allowances will only be paid on the provision of a **VAT** receipt, and will be limited to the amount shown on the receipt. **Please note, that the receipt must only cover items to be reimbursed.**

10. Members of the governing board may claim for:

    a. Childcare

    b. Care for elderly or dependent relatives

    c. Extra costs incurred because they have a special need or English as a second language

    d. Travel and subsistence costs

    e. Telephone charges, photocopying, postage, stationery, etc.

    f. Other justifiable allowances

11. Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors **before** they are incurred.

12. The chair of governors (or the vice-chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit.

13. Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

Monitoring arrangements

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

Appendix 1: Governor Claim Form

Uplands 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 **VAT** receipts to support my claim.

Signed: _____ Date: _____

Authorised by: _____ **Date:** _____

EXPENSE 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	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the School Finance Officer along with any relevant VAT receipts.

The form should be submitted within 7 (seven) days of the expenses being incurred.

Appendix 2: Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website.

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	55p	25p
Motorcycles	24p	24p
Bikes	20p	20p