

**Frogwell Primary School**

*Safe and Happy – Supportive – Respectful – Aspirational - Inclusive*

**Governor Allowances  
Policy**

**Date of Policy:** Term 1- 2025

**Review Date:** Term 1- 2026

**Governor Responsibility:** Full Governing Body

**Governor Lead:** Nigel Linacre

**Nominated Lead Member of Staff:** Imogen Woods

**Status & Review Cycle:** Statutory Annual

## **1. Aims**

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.

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

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

## **2. Legislation and guidance**

The Governance Handbook (section 4.7.1, paragraph 73) states 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.

This policy is written with full regard to the legislation on governors' allowances is set out in the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#). The regulations make provision for payments to be made by way of an allowance for expenditure necessarily incurred to enable a person to perform any duty as a governor.

## **3. Overview**

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

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

Members of the governing board may claim allowances by completing a claim form (see Appendix 1) and submitting it to the Chair of Governors for approval.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

## **4. Eligible Allowances**

Examples of where a claim may be made for incurred expenses include the following:

### **- Travel and subsistence**

Mileage may be claimed for distances exceeding 5 miles each way for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the Wiltshire Council mileage rate for contractual and non-contractual users (currently 45p per mile).

Where necessary, the cost of parking to enable attendance of governor business away from the school site will be reimbursed up to the level of the actual charge paid, upon production of a valid receipt.

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard second-class rail travel. Receipts will be required.

### **- Child care or babysitting**

Where the governor does not have a spouse, partner or other responsible adult to care for his/her child (ren) while that governor is attending a meeting of the governing body or its

committees or other agreed activities, claims for the actual cost of reimbursement to a registered childminder or babysitter may be made. Proof of payment is required.

- **Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for child care providing the governor would normally have provided care during the period of their absence

- **Governors with a special need**

Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or take part in governor activity. Claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support.

- **Telephone charges, photocopying, stationery, postage etc**

Where a governor is unable to use the school's facilities for any of the above in the performance of any duty on behalf of the governing body, a claim for reimbursement may be made. Receipted accounts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

- **Other Allowances**

The above list is not exhaustive and the Governing Body will take account of their individual needs, for example, to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

## **5. Making a claim**

Claims should be authorised by the Chair of Governors and submitted to the School Business Manager for payment.

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.

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.

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

## Appendix 1: Governor Claim Form

### Frogwell 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 receipts to support my claim.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EXPENSE TYPE	£
Travel or subsistence (distances exceeding 5 miles)	
Childcare / babysitting	
Care arrangements for elderly or dependent relatives	
Support for a special need or English as a second language	
Telephone charges	
Photocopying	
Stationary	
Postage	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the Chair of governors for approval along with any relevant receipts.

### Approved by Chair of the Governing Body of Frogwell Primary School

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 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	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p