Mill Hill Primary School

Governor Allowances Policy

Contents:

Co-ordinator responsible for the policy in consultation with the staff and governors:

- Chair of Governors and Clerk

Reviewed: **January 2026**

Next Review Date: **January 2029**

Learning for a lifetime

Aims

The aim of this policy is to ensure that elected members of the Governing Body do not incur unnecessary expenditure through undertaking recognised and approved business on behalf of the Governing Body and that a facility exists that enables the Governing Body to pay reasonable expenses from the school's budget to governors who have incurred them.

Mill Hill Primary School believes that paying governor allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds.

This facility should be transparent and compliant with audit requirements. All governors' expenses are reported to the Full Governing Body as part of the school's budget monitoring process.

Legislation and Guidance

The Maintained Schools: Governance Guide (section 4.11.1) 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.

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

Approved Activities and Exemptions

The Governing Body considers that its members should be entitled to claim expenses, on a case-by-case basis, in relation to the following:

1. formal meetings of the Governing Body and any committees
2. all meetings, training, visits or events attended by Governors, where the attendance has been requested or approved by the Governing Body.

Other eligible expenses include:

- Childcare or babysitting expenses, where these are not provided by a relative or partner, up to a maximum of £10 per hour
- Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner, up to a maximum of £10 per hour
- The extra cost incurred in performing their duties, either because they have special needs or because English is not their first language

Exemptions are as follows:

- Governors may not be paid an attendance allowance
- Governors may not be reimbursed for loss of earnings

- Telephone calls, photocopying and postage may be done on school premises using school consumables, so are exempt from the above eligible expenses. Governors are encouraged to avoid printing and to use online resources as far as practicable.

Allowance Rates

Rates at which allowances are payable are as follows:

- Travel by rail – limited to the cost of a 2nd class fare
- Travel by bus – the fare actually paid
- Travel using own vehicle – at the HMRC approved mileage rate at the time of the expense (currently this is 45p per mile for the first 10,000 miles and then 25p per mile thereafter)
- Parking fees – as paid via the ticket.

Making a Claim

Claims should be made using the form in Appendix 1.

Receipts / tickets MUST be provided for ALL claims.

All expense claims should be made within a month of the incurred expense and must be authorised by Chair of Governors or Headteacher. No governor can authorise their own claim for expenses.

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Wherever possible, reimbursable costs should be agreed in principle with the Chair of Governors or Headteacher *before* they are incurred.

Approved claims should be submitted to the school business manager for processing.

Further copies of the relevant claim forms can be obtained by contacting the Clerk to the Governing Body.

Other Information

Use of private vehicles and insurance documentation:

Members are reminded that if they use their cars for school governor activities listed above, they are responsible for checking that their insurance cover is sufficient and appropriate (e.g. business use).

Appendix 1

Governor Expenses Claim Form

Name: ……………………………………………………………………………………………

Address: …………………………………………………………………………………………

Postcode: ………………………………………………………………………………………

Claim Period: …………………………………………………………………………………

I am claiming the total sum of £………… for governor expenses, as detailed below.

I have attached relevant copies of receipts to support my claim.

Signed: ………………………………………………… **Date:** ………………………………………

Details of expenditure:

Date:	**Details of expenditure:**	**Amount:**
		£
		£
		£
		£
		£
		£
TOTAL EXPENSES CLAIMED		£

This form should be submitted to the school business manager at Mill Hill Primary School.