



GOVERNOR ALLOWANCES POLICY

Signed: Bob Bullivant
 Chair of Governors

Date agreed: 15th January 2025

Review Date: September 2027

Revision record

Date	Prepared by	Approved by	Comments
25.01.2018	JW	FGB	Minor updates
22.01.2020	JW	FGB	Change of dates only
09.02.2022	JW	FGB	Updated with legislation and guidance
06.01.2025	AS	FGB	Updated with legislation and guidance

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.

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

The [Maintained Schools Governance Guide \(Section 4.11: Allowances, expenses and other payments\)](#) says 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](#).

Governors may claim allowances in respect of actual expenditure necessarily incurred for the purposes of enabling them to perform any duty as a member or associate member of the Governing Board.

Governors **may not** claim allowances for actual or potential loss of earnings or income or for care or baby-sitting arrangements provided by a relative or partner.

Payment of allowances will be payable at the following rates:

- Care Arrangements
Actual costs incurred up to a maximum of Living Wage per hour*
- Travel Costs
 - Mileage
In accordance with the LA rates applicable at the time of the journey (45p per mile)**
 - Public Transport
Actual costs incurred. Where more than one class of fare is available, the rate paid shall be limited to the lowest fare.

Criteria for Claims

- All claims must be made using a claim form provided by the school.
- All claims must be submitted to the Headteacher or nominated member of staff of the school within one month of the expenditure being incurred.
- In all cases receipts **MUST** be provided before reimbursement can be made.

Financial Systems

The school's normal systems for authorising and processing payments applies to all claims made under this policy.

[* The Governing Board may vary these rates to meet particular circumstances. Any change to these rates must be approved by the Full Governing Board.]

[** The IW Council periodically reviews its policy on mileage rates and governors agree that the amount per mile mentioned in this policy will be amended as and when the IWC updates this figure.]