Phoenix
FEDERATION

Governors Allowances

Chair of Governors: _____

Executive Headteacher: Mr. Dean Gordon NPQEL

Date: 13th July 2026

Date to be reviewed: July 2027

Introduction:

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

states:-

1. The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).

2. Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a Governing Body Committee) is not out of pocket where the school has derived a benefit from such outlay. The policy also reaffirms the Governing Body's commitment to ensuring equality of participation for all governors. Governors cannot be paid attendance allowances or for any loss of earnings.

Allowances and expenses necessarily incurred for which a claim may be made comprise the following:

- Child care or baby sitting expenses.

Where a governor does not have a spouse, partner or other responsible adult to care for a child/ren during a period of absence, in which that governor attends meetings of the governing body, its committees or in otherwise representing the school or governing body; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter. (Up to a rate of £8 per hour)

- Care arrangements for an elderly or dependent relative

Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence. (Up to a rate of £8 per hour)

- Governors with a special need

Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a Y (A - B) Governor Allowance and Expenses Policy (Pub Sum 19 Review Sum 20) Page 3 of 3 signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

- Governors whose first language is not English

The translation of documents or provision of an interpreter may be met in circumstances similar to a governor with special needs.

- Telephone charges, photocopying costs and stationery

May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, (where possible), relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

- Travel and subsistence

Mileage may be claimed where the distance between the governors' home and the school or other venue which governors are required to attend on business related to the work of the governing body (e.g. meetings, training courses, visits to other providers, etc.) exceeds 3 miles.

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

The use of public transport (where available) is encouraged, and fares will be reimbursed on the basis of actual expenditure, up to the level of standard class rail travel. In cases where no public transport or personal vehicle is available, the cost of a taxi fare will be reimbursed up to the level of the actual fare paid, upon production of a valid receipt. Mileage allowance will be reimbursed in accordance with EPM mileage claim form and rate. Payments of expenses where these have been, or are already met by the LA or other body are excluded from this policy.

- Claiming

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made to the Clerk of Governors and authorised for payment by the Headteacher.

- Monitoring and Evaluation

The Governing Body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Governor allowances are subject to audit