

Sheet Primary School



SP13: Governors' Expenses

Owning Committee: Resources
Owning Governor: Jos Standerwick
Date of Approval: September 2026
Date of next review: September 2027

AIM OF DOCUMENT: To ensure that we have a fair system for Governors to claim for expenses.

IN EVENT OF CONCERN/QUESTIONS: Contact the owning Governor, contact details available through the school administrator.

HOW DOES THIS DOCUMENT HELP THE CHILDREN?: To enable Governors to be supported in their work for the benefit of the school and its community.

MONITORING PLAN FOR POLICY: At each Resources meeting, the Committee will review the expenses claimed and will ensure that sufficient funds are allocated in each Annual Budget.

Revision History:

Version	Update details	Date of approval
V1		Dec 09
V2	Full review and update	Nov 12
V3	Review and update	Nov 15
V5	Review and update	Nov 18
V6	Review refresh update	Jan 22
V7	Full review and update (costs change and added form)	Mar 25
V8	Reviewed and checked	Sep 25
V9	Reviewed and checked	Sep 26

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Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover reasonable 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.

Legislation and Guidance

The DfE Maintained schools governance non-statutory guidance ([section 4.11](#)) says that governing bodies with a delegated budget can pay allowances to governors and associated members.

Doing so must be in accordance with a governor-approved policy or scheme, and only covers the expenditure incurred to enable the governor to carry out their duties, and not the earnings they may have lost as a result of performing these duties.

The legislation on governors' allowances is set out in the <https://www.legislation.gov.uk/ukSI/2013/1624/part/6>, Sheet Primary School Governing Body believes that paying governor's expenses, 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 the delegated budget.

The specific items allowable reflect this objective. All Governors will be entitled to claim the actual costs which they incur in attending meetings of the Governing Body, its committees or Hampshire Governor Services governor training sessions as follows:

Care Arrangements

- Childcare or babysitting expenses, where these are not provided by a relative or partner.
- Cost of care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner.

Travel Arrangements:

The cost of travel from their home or place of work (as appropriate) by the least expensive means possible.

For this purpose, travel in a private car will be allowable at the current Inland Revenue Authorised Mileage Rate (maximum of 20 miles round trip in connections with any one meeting, except training sessions where the limit will be 80 miles round trip) to cover petrol costs only.

Taxi costs will be met in extenuating circumstances and only by prior approval of the governing body.

Other Claims

Governors may also claim the following, on case-by-case basis and with the prior approval of the Governing Body:

- The extra cost they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from Hampshire County Council or any other source

Rate of Payment

Rates at which allowances are paid are as follows:

- Care Arrangement: Actual cost incurred, up to a maximum of £10.00 per hour
- Travel: For public transport, actual cost incurred at standard class fares
- For vehicle use, if public transport is not reasonable, [in accordance with the Inland Revenue Authorised Mileage Rate](#).
- The use of taxis is discouraged, but if necessary, reimbursement will be for the actual cost incurred. It should be noted that allowances for taxis are recommended for extenuating circumstances only where the regular transport is not available.

Governors wishing to make claims under these arrangements should complete a claims form. Receipts must be supplied to support claims for reimbursement. All claims must be submitted by the end of the term in which they were incurred.

Approval of Payment

Claims will be submitted for approval to the Chair of Governors and payment arranged. Claims may be investigated by the Chair of Governors if they appear excessive or inconsistent. The expense of the Chair of Governors will be submitted for approval to the Chair of the Resources Committee.

Accountability

The total amount of governors' expenses paid during each financial year will be disclosed in the minutes of the final FGB meeting of each academic year.

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	£
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 [name of individual and, where appropriate, postal address] along with any relevant receipts.

The form should be submitted within [number of days/weeks] of the expenses being incurred.