



GOVERNORS' ALLOWANCES POLICY 2026

AIMS

The Governing Body is committed to ensuring it is diverse and inclusive, and therefore wishes to ensure that no member of the community is prevented from becoming a governor on the grounds of cost. The Governing Body has decided not to generally pay allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties. However, they wish to have the opportunity to take account of any exceptional circumstances where it may be appropriate to pay expenses. Any expenses incurred must be reasonable and necessary to fulfil their duties.

This policy sets out the terms on which such allowances will be paid in exceptional circumstances as agreed by the Chair of Governors. This policy is to be included in the Governors welcome pack and provided to prospective governors to aid decisions on taking on the role.

LEGISLATION AND GUIDANCE

The Governance Handbook [section 4.6.1, paragraph 50] allows boards in maintained schools with a delegated budget to 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.

OVERVIEW

In exceptional circumstances as agreed by the Chair of Governors, members of the Governing Body may claim allowances to cover expenditure necessary to enable them to perform their duties.

In exceptional circumstances members of the Governing Body may claim for:

- Childcare
- Care for elderly or dependent relatives
- Costs of reasonable adjustments to ensure meetings are accessible
- Travel and subsistence costs
- Other justifiable expenditure

This policy does **not** cover:

- attendance allowance
- payment to cover loss of earnings

PROCESS

Members of the Governing Body may claim allowances by completing a School Petty Cash claim form and submitting it to the Chair of Governors who will authorise payment and pass to the Business Manager.

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

Claims will be paid in arrears on a case by cases basis. Reimbursable costs should be agreed in principle by the Chair of the Governing Body **before** they are incurred. The Chair of the Governing Body will report back in general to the Resources Committee, but care will be taken to ensure the identity of Governor(s) requiring expenses is not distributed amongst the wider Governing Body.

The Chair of the Governing Body may investigate, or ask a member of the Resources Committee to 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 HM Revenue and Customs [HMRC] approved mileage rates.

MONITORING ARRANGEMENTS

This policy will be reviewed by the Resources Committee annually and any amendments presented at a FGB meeting.

Reviewed by HT 20.02.2026
Next review date Feb 2027