



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

# GOVERNOR ALLOWANCES A STATEMENT OF POLICY

<b>Approved by</b>	<b>DD</b>
<b>Portfolio</b>	<b>Finance</b>
<b>Approved on</b>	<b>Spring 2025</b>
<b>Review date</b>	<b>Spring 2026</b>
<b>Review Cycle</b>	<b>1 Year</b>
<b>Policy Type</b>	<b>Statutory</b>
<b>Ratified/FGM Date</b>	

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Governor Allowances A Statement of Policy**

### **Introduction:**

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.

Governors of the federation of the Church Schools of Freshwater & Yarmouth and Shalfleet will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:

### **Child care or baby sitting expenses**

Where a governor has the need for childcare to exercise their duties and commitments as governor, the federation will reimburse any costs incurred; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a baby sitter.

### **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.

### **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 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.

### **Petrol and Diesel**

Governors can be reimbursed for mileage expenses, should they have to attend meeting or training not held in either of the schools in the federation. Rates paid will be at 45 pence per mile.

### **Travel and subsistence costs**

May be payable to governors 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 any other source.

### **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, relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

### **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 on the Claims Form (Appendix 1) and agreed by the Head teacher and Chair of Governors.

## GOVERNORS' ALLOWANCES POLICY CLAIMS FORM

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	<b>Claim Period:</b>

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£	P
Child care/babysitting expenses		
Care arrangements for an elderly or dependent relative		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be marked for the attention of the Chair of Governors and submitted to Shalfleet C E Primary School Office or Freshwater & Yarmouth C E Primary School Office.

Agreed: \_\_\_\_\_  
Chair of Governors

Agreed: \_\_\_\_\_  
Headteacher

Date: \_\_\_\_\_

## NOTES TO ACCOMPANY: GOVERNORS' ALLOWANCES POLICY

Taken from: Maintained schools governance guide

### 4.11.1 Governing body allowances and expenses

If the governing body has a delegated budget, they can pay allowances or expenses to governors and associate members appointed by the governing body (see [School governance \(roles, procedures and allowances\)\(England\) Regulations 2013](#)). This **must** be:

- in accordance with a policy or scheme created by the school and approved by the governing body
- for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings
- paid at a rate set out in the scheme and limited to the amount shown on the provided receipt

Travel expenses **must** not exceed the [HMRC approved mileage rates](#).

Where the governing body does not have a delegated budget, the local authority can pay relevant allowances and expenses, which may be at a different rate decided by them. These need to:

- be within the HMRC approved mileage rates
- have a receipt as proof of expenditure

### 4.11.2 Payment for goods and services

Governing bodies may pay for goods and services including those provided by governors.

Governors **must** not put themselves in a position where personal interests conflict with governance duties unless they are authorised to provide the goods or services. They **must** declare their interest where appropriate.

If a conflict exists, the governing body **must**:

- be assured that receiving the goods or services is in the best interests of the school and will help it achieve its purposes
- manage, and be seen to manage, any conflicts
- be open and accountable
- consider the advantages and disadvantages of using the goods and services

**The law** - The Education (Governors' Allowances) (England) Regulations 2013 were laid before Parliament on 8<sup>th</sup> July 2013 and came into force on 1 September 2013, revoking the Education (Governors' Allowances) (England) Regulations 2003 from that date. Visit the [Legislation.gov.uk](#) website to view these regulations.