FOXHILLS FEDERATION GOVERNORS' ALLOWANCES POLICY

Status	Draft – for approval	**Approval**	F&R committee
Review frequency	Annual	**Author (role)**	Governor Services
Date first written	October 2009	**Date last approved**	19 November 2026
Date of next review	November 2027	**Date withdrawn**	N/A

1. Aims

The governing board has decided to pay reasonable allowances from the schools' delegated budgets to cover any 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.

2. Legislation and guidance

The Maintained Schools Governance Guide (section 4.11.1) 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.

3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the clerk to governors through the school office.

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

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board **before** they are incurred.

The chair of governors (or the vice-chair, where appropriate) may 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 the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

The governing board has an agreed annual budget of £400 for governor allowances. The finance officers across both schools will monitor this budget and notify the chair of governors and the Finance and Resources Committee if it looks likely to be exceeded.

4. Withdrawal arrangements

Any governor whose allowances are the subject of consideration at a meeting must withdraw when that item is discussed and take no part in it.

5. Monitoring arrangements

This policy will be reviewed annually by the governing board. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: governor claim form

Foxhills Federation – 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 the clerk to governors through the school office or by email, along with any relevant receipts.

The form should be submitted within 14 days of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website:

TYPE OF VEHICLE	**FIRST 10,000 MILES**	**ABOVE 10,000 MILES**
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p