Chalk Ridge Primary School

Last reviewed September 2026. Next review September 2027.
Headteacher: Miss Sue Jackson *This is a governor policy.*

Governor Allowances Policy

Aims

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

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 part 6 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013

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 or via email (see form for email address). Claims will then be passed to the Chair of Governors for approval, or to the Headteacher for approval, should the claim be from the Chair of Governors.

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 (to be agreed in advance)

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing body **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).

Monitoring arrangements

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

Appendix 1: governor claim form

Chalk Ridge Primary School - 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 the governors through the school office or by email (clerktogb@chalkridgepri.hants.sch.uk) 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 (from April 2025) 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