



Governors' Allowances Policy

Version	Date	Author	Status	Summary
11.0	January 2026	Lauren English	Approved	Referral to Governance Handbook removed as publication has been withdrawn.
Review cycle:		Approved by:		Review date:
Annually		Resources and Pay		January 2027

Policy Statement

1. 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.

2. Introduction

The legislation on governors' allowances is set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

Buryfields Infant School Governing Body believes that paying governors' allowances, 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 school funds. The specific items allowable reflect this objective.

All governors of Buryfields Infant School will be entitled to claim specific allowances provided that those expenses are incurred in carrying out their duties as a Governor or representative of Buryfields Infant School.

For all proposed allowances claims, agreement in advance should be sought from the Allowances Panel, which consists of the Headteacher and Chair of Resources and Pay. In the absence of either the Headteacher or the Chair of R&P, the Chair of Governors will substitute for that panel member.

3. Policy

The budget for all governors' allowances in any one financial year may not exceed £300.

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. It also does not cover for general office/administration expenses, since these activities may be carried out at the school premises.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the Allowances Panel.

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
- Other justifiable allowances

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

4. Monitoring arrangements

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

GOVERNORS' ALLOWANCES – CLAIM FORM

Appendix 1: governor claim form**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	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the school office along with any relevant receipts.

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

Approved by Allowances Panel on _____

Signed _____ (Headteacher)

Signed: _____ (Chair of Resources)

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

Name:	
Nature of expense: (if this is a mileage claim, state destination, purpose of travel, and No. of miles claimed)	
Date expense incurred:	
Total amount claimed:	