

Wincheap Foundation Primary School



Governors' Allowances Policy

Version	9
Ratified by	F & P Committee
Date of Approval	Spring 2026
Author	Headteacher
Responsible Committee / Board	F & P Committee
Review Date	Spring 2027
Target Audience	Parents / Public / Staff /Governors

Policy Context

This policy complies with the relevant legislation on governors' allowances as set out in the [the School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#) and associated guidance. The full document can be found at <https://www.legislation.gov.uk/ukSI/2013/1624>

These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties.

Wincheap Foundation Primary 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.

Allowable Claims

All governors of Wincheap Foundation Primary School will be entitled to claim the actual costs, which they incur as follows:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of the School, and are agreed by the Finance Committee that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Body:
 - Childcare or baby sitting allowances (excluding payments to a current/ former spouse or partner)
 - Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
 - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
 - The cost of travel relating only to travel to meetings/training courses at the current rate per mile, which does not exceed the specified rates for school personnel
 - Travel and subsistence costs, payable at the current rates specified by HMRC (see appendix 2), associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source
 - Telephone charges, photocopying, stationery, postage etc
 - Any other justifiable allowances.

In accordance with the 2013 guidance, the Governing Body at Wincheap Foundation Primary School acknowledges that:

- Governors may not be paid an attendance allowance
- Governors may not be reimbursed for loss of earnings.

Making a claim

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (Appendix 1, or obtainable from the Clerk to the Governing Body), attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair

of Finance to be presented to the Finance Committee (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of Finance in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Appendix 1

Governor Expenses Claims Form

Name:	Name of School: Wincheap Foundation Primary School
Address	Date:
Post Code	Claim Period:

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

Signed.....

	£	p	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)			
TOTAL EXPENSES CLAIMED			

This form should be submitted to: Clerk to the Governing Body

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

Appendix 3

DfE Regulations: Payments to governors of academies and maintained schools (May 2013)

School governance in England is rooted firmly in the principle of voluntary service. The Government is committed to maintaining and promoting this principle for governors of both academies and maintained schools. This is in line with Charity Law and corporate governance practice in other parts of the public sector.

There are a limited number of specific circumstances in which individuals serving as governors can receive payments from their school. However, this should only take place where it is clearly in the best interests of the school or academy.

Payment for serving as a governor

Paying governors for their role as a governor is subject to very specific legal restrictions. This is true for both maintained school and academy governors as set out below.

Maintained schools

There is no legal power for schools, local authorities or the government to pay regular members of maintained school governing bodies for their duties as governors. The law only permits schools to pay governors allowances or expenses to cover any costs, such as travel or child care, that they have incurred as a result of serving as a governor.

Schools that are performing very poorly may be 'eligible for intervention'. In these schools the Secretary of State or the local authority with the consent of the Secretary of State has the power to replace a governing body with an Interim Executive Board (IEB). They have the power to pay members of an IEB they impose, if they chose to do so. We would expect payment to be offered to IEB members only when this is in the best interests of the school. The Secretary of State has to date not offered such payment.

The legal power also exists for the Secretary of State or the local authority to appoint any additional governors to a maintained school governing body if the school is 'eligible for intervention'. The

Secretary of State has the power to pay any governors he appoints. However, he has not used this power to date, preferring instead to seek an academy solution for the under-performing school.

Payment for services

It is legal for governing bodies to pay for goods and/or services, including those provided by an individual who is also serving as a governor. However, in doing so they should first assure themselves that this is in the best interests of the school and ensure that conflicts of interests are dealt with appropriately in the decision-making process. The current model articles of association permit such payments provided that the amount is reasonable and prescribed procedures to prevent conflicts of interest are followed. It is essential that any financial or contractual relationship does not undermine an individual's ability to continue to act impartially and objectively in their role as a governor.