Meersbrook Bank

Community Primary School

Governor Allowances Policy

Octoberber 2026

Revision history

Date	Changes	Author(s)
Nov 2020	Changes from Governing Body top Board throughout Section 2. Change Finance Officer to School Business Officer	G Harvey
Nov 2023	No changes	G Harvey
Oct 2026	No changes	G Harvey

Approval

Date	Approver(s)	Minute number
Nov 2018	Governors	
Nov 2020	Resources Committee	6.ii
28/11/23	Full Governing Board	11.10
	Full Governing Board	16.5

Review: This policy will be reviewed every 3 years

Date due for review:
Oct 2029

1. Aims

The Governing Board has decided not to generally pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties. However, the Governing Board wishes to ensure that that no member of the community is prevented from becoming a governor on the grounds of cost. They also wish to have the opportunity to take account of any exceptional circumstances where it may be appropriate to pay expenses. Any expenses incurred must be reasonable and necessary to fulfil their duties.

This policy sets out the terms on which such allowances will be paid in exceptional circumstances as agreed by the Chair of Governors.

2. Legislation and guidance

The Governance Handbook (section 4.6.1, paragraph 50) allows boards in maintained schools with a delegated budget to 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

In exception circumstances as agree by the Chair of Governors, 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 school petty cash claim form and submitting it to the Chair of Governors who will authorise payment and pass to the School Business Officer.

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

In exceptional circumstances 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 expenditure

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Chair of the Governing Body before they are incurred.

The Resources Committee 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.

4. Monitoring arrangements

This policy will be reviewed by the Resources Committee every two years and any amendments will be presented at a meeting of the full governing board.