

Governors Allowances Policy



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Governor Committee: FGB
Date agreed and determined by governing body: 20th November 2025
Date for next review (3 Yearly): September 2028
Policy Reviewed by:
Headteacher
School Business Manager

1. Introduction

St Hilda's CE High School values the dedication and service of all members of the Governing Board. The Governing Board recognises that governors should not be out of pocket for carrying out their duties and that financial barriers should not deter individuals from serving.

This policy sets out the circumstances under which governors may claim allowances and is consistent with the **School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**.

No governor shall receive payment for their time, but reimbursement may be made for legitimate expenses incurred while undertaking governance responsibilities.

2. Purpose of the Policy

The purpose of this policy is to:

- Ensure equality of opportunity for all who serve as governors.
- Enable governors to perform their duties without financial disadvantage.
- Provide clarity, transparency, and accountability in accordance with DfE expectations for maintained schools.
- Uphold St Hilda's Christian values of fairness, integrity, and stewardship.

3. Eligibility

All members of the Governing Board, including:

- Elected, appointed, and ex-officio governors
- Co-opted governors
- Associate members (for duties approved by the Governing Board)

are eligible to claim allowances under this policy where costs are incurred in the performance of agreed governance duties.

This policy does not apply to staff expenses claimed in their capacity as employees of the school.

4. Allowable Expenses

Allowances must reflect actual costs incurred and must be supported by receipts or other appropriate evidence. Claims may include, but are not limited to, the following:

4.1 Travel Expenses

- Public transport fares
- Mileage at the HMRC approved rate
- Parking charges
- Toll or congestion charges
- Taxi fares (where public transport is not practical)

4.2 Childcare or Dependent Care

- Reasonable expenses for childcare or care for dependants to enable attendance at meetings or training
- Payments must not be made to a person normally resident in the governor's home

4.3 Support for Governors with Additional Needs

- Translation, transcription, or sign-language interpretation
- Specialist transport or support to facilitate governing responsibilities

4.4 Clerical or Administrative Costs

- Postage
- Printing or photocopying
- Stationery
- Telephone charges for school-related business

4.5 Training and Development

- Costs associated with attending approved training, conferences, or development sessions
(Where the training fee itself is paid directly by the school, governors may claim associated travel or subsistence as appropriate.)

4.6 Other Reasonable Costs

Any additional expenditure agreed in advance by the Chair of Governors or the Headteacher (depending on nature of claim).

5. Non-Allowable Expenses

Governors **may not** claim for:

- Loss of earnings or income
- Payment for attendance or time spent on duties
- Personal equipment (e.g., laptops or mobile phones)
- Expenses already covered by the school or another organisation
- Alcohol or non-essential items

6. Procedures for Making a Claim

1. Governors should complete a **Governors' Allowances Claim Form** (Appendix A).
2. All claims must be submitted **within 3 months** of the expense being incurred.
3. Receipts or evidence of expenditure must be attached.
4. Claims will be authorised as follows:
 - **Chair of Governors** authorises claims from governors.
 - **Vice-Chair** authorises claims from the Chair.
 - Authorisation may be delegated to the **Headteacher** for routine claims.
5. Claims are processed by the school's finance team in line with the school's financial procedures and internal controls.
6. All claims are subject to audit and must comply with the school's Financial Regulations and DfE guidance on efficient use of public funds.

7. Equalities Statement

St Hilda's CE High School is committed to equity and inclusion. This policy ensures that no individual is discouraged from serving as a governor due to financial barriers, and supports participation from all members of our community in accordance with the **Equality Act 2010** and our Christian ethos.

8. Monitoring and Review

The Governing Board will monitor annual expenditure on governors' allowances as part of its oversight of the school budget.

This policy will be reviewed every **three years** or sooner if statutory guidance changes.

Appendix A – Governors' Allowances Claim Form

Name:	
Role:	
Date of Claim:	
Details of Duty Undertaken:	
Expense Type:	
Amount Claimed:	
Receipts Attached: Yes / No	
Signature of Governor:	
Authorised by:	
Date:	