



9. Governors Allowances Policy

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Expenses may be claimed by any Governor of the school in accordance with this policy and the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. Only expenses incurred in the performance of a member's duties as a Governor are eligible.

Eligible Expenses

- **Travel** – Car mileage in respect of governing body meetings, training, and other governor duties will be paid at prevailing HCC training rate. Other travel expenses will be paid at cost but must not exceed second-class travel rate.
- **Care Costs** – care costs for children, elderly or dependent relatives will be reimbursed at actual costs. No expenses may be claimed when care is provided by spouses, partners or other responsible persons normally resident in the family home.
- **Incidentals** – telephone charges, photocopying, stationery and postage will be reimbursed at cost and not exceeding the prevailing HCC rates.

Claims

Governors should complete an expenses claim form at least termly. Claims up to £25/term may be authorised by the Chair of Governors and passed to the Head teacher for payment.

Claims exceeding £25/term will be approved by the full Governing Body.

All claims must be supported by receipts and records of the costs incurred.

Audit and Accountability

All expenses claims will be subject to normal LA audit arrangements.

All Governors' expense claims and the supporting receipts and records will be held in the School Finance Office.

Withdrawal Arrangement

In accordance with School Government Regulations any Governor whose expenses are the subject of consideration at a meeting must withdraw from that item and not participate in it.

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Last reviewed on: 26 January 2022

Next review due by: January 2023

Approved by: Full Governing Body

