Governor Allowances Policy

20.11.2025

Next Review: November 2026

Fairfields School

Inspiring everyone to shine

Approved by Governors:

Fairfields School Governors Allowance Policy

Aim

The aim of this policy is to ensure that a governor (or non-governor who is an associate member of the governing body), is not out of pocket where the School has derived a benefit from such outlay.
By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

Legislation and Guidance

The Governance Handbook (section 4.7.1, paragraph 63) says that boards in maintained schools with a delegated budget can 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 the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6.
This policy complies with our funding agreement and articles of association.

Overview

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 claim form (see appendix 1) and submitting it to Jodie Walton, Clerk to the Governing Body, Fairfields School
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
- Telephone charges, photocopying, postage, stationery, etc.
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the Chair of Governors or the Vice chair in their absence **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.

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

Monitoring Arrangements

This policy will be reviewed annual by the Supporting School Structures Committee. Any amendments will be presented at a meeting of the full governing board.

Appendix 1: Governors Claim Form

Governor Expenses 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	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

Travel Claim

Start of Journey	End of Journey	Purpose	Miles Claimed	Rate per Mile	Payment

This form should be submitted to Jodie Walton, Clerk of the Governing Body, along with any relevant receipts. The form should be submitted within 2 weeks of the expenses being incurred.

Authorised Signature (Chair of Govs or Headteacher):

Date: