

# Highfield CE Primary School Governors Allowances Policy 2025



Approved by:

The Governing Body

Date: May 2025

Last reviewed on:

May 2025

Next review due by:

May 2026

## Statement of Intent

At Highfield Church of England Primary School, we are dedicated to good practice and ensuring equality through school processes.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors, and associate members appointed by the governing board, for any expenses, e.g. travel and childcare costs, they have incurred when serving on the board.

This policy has been created with the aim of ensuring all governors receive reimbursements for any expenses where the school has benefitted from the individual attending in their duty.

The school believes that including reimbursed payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

## Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE (2024) 'Maintained schools governance guide'

This policy operates in conjunction with the Conflicts of Interest Policy.

## Roles and Responsibilities

The chair of governors and headteacher will be responsible for:

- Authorising reimbursements with due regard for all relevant statutory guidance.
- Ensuring allowances and reimbursements are paid in accordance with this policy and the scheme created by the school and approved by the governing board.
- Ensuring travel expenses do not exceed the HMRC approved mileage rates.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.
- Retaining receipts of any relevant expenses.
- Avoiding situations where personal interests conflict with governance duties.
- Being aware that their service is on a voluntary basis and that they will not be paid for their role as a governor.

## Governors' Allowances

In line with The School Governance Regulations 2013, the school will exercise its discretion to reimburse governors and associate members appointed by the governing board in order to cover costs for evidenced expenses paid whilst fulfilling their roles.

The circumstances under which individuals serving on the governing board receive payments will be limited and will only take place where it is clearly in the best interests of the school.

Governors will be permitted to make claims for expenditure incurred to enable them to perform governance duties; however, this will not include loss of earnings for attending meetings.

The circumstances in which governors may make a claim will be agreed by the chair of governors in advance, but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the headteacher or chair of governors following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the chair of governors has deemed the circumstances to be beneficial to the school and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

## **Expenses Eligible for Reimbursement**

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the chair of governors:

### **Travel (no subsistence will be considered)**

- Claims for expenses may be made for travel between the governor's household and the school, which will not exceed the annual level of mileage rates published by HMRC
- The nature of the visit must be specific to their role on the board, e.g. governors' meetings, training courses, etc.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated receipt.

### **Childcare**

- In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of amount.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

### **Specific needs**

- Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
- The circumstances in which governors can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc.

### **Telephone charges, photocopying, stationery, etc.**

- Claims for reimbursements can be made where a governor is unable to use the school's facilities for any of the above.
- Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the school may decide to reimburse in other instances; however, this must be agreed in advance by the chair of governors.

No claims will be considered for remote attendance at meetings or free online training.

## **Payment for Goods and Services**

There may be circumstances in which the governing board pays for goods and services provided by governors.

In such circumstances, governors will not put themselves in a position where personal interests conflict with governance duties unless they are authorised to provide the goods or services. Governors will declare their interest where appropriate.

If a conflict exists, the governing board will:

- Be assured that receiving the good or services is in the best interests of the school and will help it achieve its purposes.
- Manage, and be seen to manage, any conflicts.
- Be open and accountable.
- Consider the advantages and disadvantages of using the goods and services.

When paying governors the provision of goods and services, the governing board will ensure that conflicts of interest are avoided in accordance with the Conflicts of Interest Policy.

## **Procedure for Claiming Expenses**

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the school Business Manager via the school office. The chair of governors will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the chair of governors. All claims will be subject to independent audit. If claims appear to be frequent or excessive, the chair of governors may refuse requests.

Governors will be reminded to ensure that their claim is relevant in enabling them to fulfil governance duties. Governors will also ensure that the claim is made in accordance with the Expenses eligible for reimbursement section of this policy and statutory legislation and guidance.

## **Monitoring and Review**

This policy is reviewed annually by the governing board and the headteacher.

Appendix A – Governors’ Allowances Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g. child carer.

**Section one**

Name of governor		Date
Date of expenditure	Details of expenditure	Claim
<b>Total claim</b>		£

**[To be completed once authorisation of the claim has been approved.]**

I certify that the above expenses are actual and necessary, and confirm that the payment has been received.

<b>Signature of governor</b>		<b>Date</b>
<b>Signature of headteacher</b>		<b>Date</b>
<b>Reimbursed by (name)</b>		<b>Date</b>

**Section two**

<b>Duty of service</b>	
<b>Name</b>	
<b>Amount received (£)</b>	
<b>Signature</b>	
<b>Date</b>	