



Chase Side Primary School

GOVERNORS' ALLOWANCE POLICY

**REVIEWED AND ADOPTED BY THE GOVERNORS OF CHASE SIDE
PRIMARY SCHOOL ON WEDNESDAY 15TH OCTOBER 2025**

To Be Reviewed October 2026

Aims

The Governing Body has decided to pay reasonable allowances from the School's delegated budget to cover any costs that Board members incur through carrying out their duties.

This Policy sets out the terms on which such allowances will be paid.

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 73) allows Governing 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.

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.

Governors wishing to make claims under this Policy should complete a claims form (attached), attach receipts, and return it to Andrea Sullivan within two weeks of the date when the allowances were incurred.

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 or baby-sitting (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel and subsistence costs.
- Telephone charges, photocopying, stationery, postage 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 (Vice-chair for the Chair of Governor's claims) **before** they are incurred.

The claim will then be forwarded to the Chair of Governors or Chair of Resources for authorisation before being presented to the School Business Manager for final approval.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors absence) if they appear excessive or inconsistent.

Travel expenses where a Governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see Appendix 1)

This Policy will be reviewed and presented to the Resources Committee annually.

Chase Side Primary School Governors' Expenses Claim Form

Name:	Telephone No:
Address	Date:
Post Code	Claim Period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed.....

	£
Child care/Babysitting expense	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Support for Governors whose first language is not English	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted in a sealed envelope to:

Andrea Sullivan
Office Manager
Chase Side Primary School

Appendix 1: 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 (includes EVs)	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p