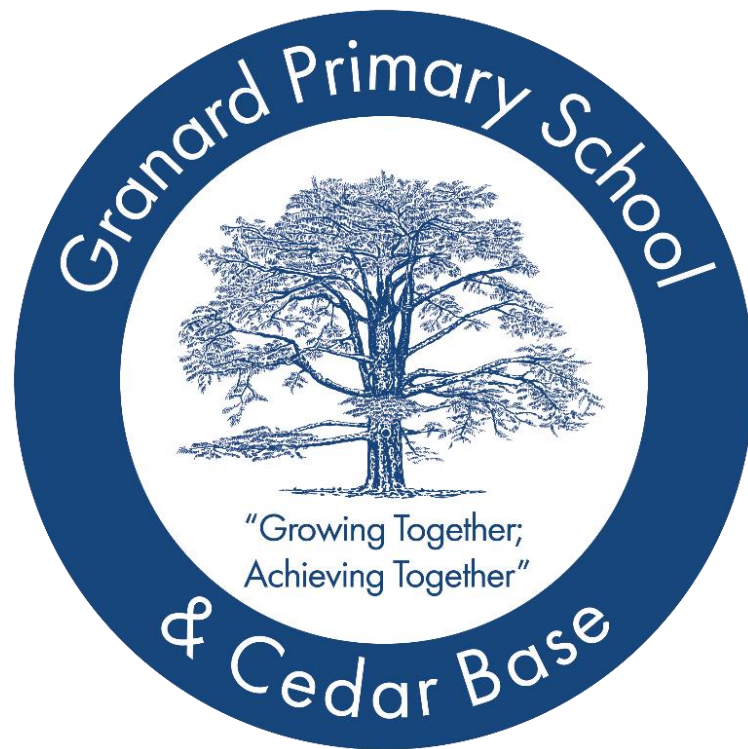


Granard Primary School



Governing Board Allowance Policy

November 2025
To be reviewed annually

Aim

The Governing Board 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.

Statement of intent

At Granard Primary School, we are dedicated to good practice and ensuring equality through school processes.

The Governance Guide for maintained schools 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 School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013 Part 6](#).

This policy has been created with the aim of ensuring all governors, and non-governors who are members of the Governing Board, receive reimbursements for any expenses where the school has derived benefit from the individual serving their governing duty.

The school believes that including 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.

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, which have been agreed by the Governing Board, by completing a claim form (see Appendix 1) and submitting it to the School Business Manager.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt. Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the School Business Manager before they are incurred.

Any claims will not be reimbursed unless authorised by the Headteacher.

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.

Governors should claim expenses on a termly basis, unless the amount to be claimed is substantial and/or urgent.

Members of the Governing Board may claim for:

- 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, expenses will be returned for the cost of childcare or a babysitter.

- 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.
- Free Breakfast Club and After School Care for school aged children when a Governing Board meeting is taking place before or after school.
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
 - 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: taxi fares, audio equipment or support from a signer, braille transcription, etc.
 - 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
 - Claims for expenses may be made for travel between the governor's household and the school, at the level of mileage rates published by HMRC.
 - The nature of the visit must be related to the work of the Governing Board, e.g. governors' meetings, training courses, etc.
 - Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.
 - The costs of parking for business away from the school, where necessary, will be returned upon production of a valid receipt.
- Telephone charges, photocopying, postage, 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 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 discussed by the Governing Board.

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 annually by the Resources Committee. Any amendments will be presented at the meeting of the Full Governing Board.

Approved by: Governor:

Name: Date:

Headteacher:

Name: Date:



APPENDIX 1

Governors' Allowance Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made.

Section one

Date	
Name	
Address	
Contact No:	

Petrol Claim

Purpose	Date	From	To	Mileage	Mileage Rate	Claimed £
Total Claimed						

Other Expenses	Date	Reason for Expenses	Amount
Total Claimed			

Signature of Claimant:

Authorised by: Signature: Name:

Date:

Section two

Amount Received: £ Date Received:

Signature of Claimant: