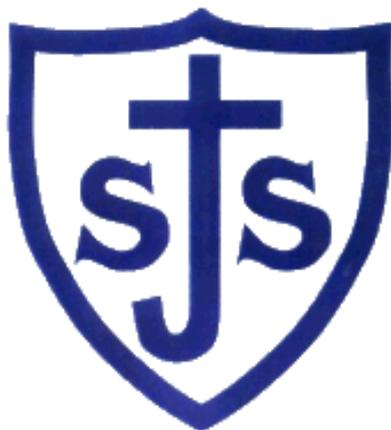


**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
CRAYFORD**



GOVERNOR ALLOWANCES POLICY

Learning and growing together with Christ

Updated:	Autumn 2025
To be Reviewed:	Autumn 2028
Approved by:	Finance Committee

Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Overview	3
Appendix 1: Governor claim form.....	4
Appendix 2: Approved mileage rates.....	5

1. Aims

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.

2. Legislation and guidance

The maintained schools governance guide (section 4.11.1) 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.

3. 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 the school's Office Manager. 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 or stationery
- 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 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 HMRC's approved mileage rates (see appendix 2).

Appendix 1: Governor Claim Form

Claimant to Complete:

Name:	
Address:	
Date of Claim:	
I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.	
Further Details:	
Signature:	

This completed claim form should be submitted to the school's Office Manager along with any relevant receipts. This claim form should be submitted within four weeks of the expenses being incurred.

Office Use Only:

Received by:	
Date:	
Authorised by:	
Date:	

Appendix 2: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published online by [HMRC](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p