

BELLINGHAM

PARTNERSHIP OF SCHOOLS

Governors' Allowances Policy

2026-27



Approved by:	Governing Body		Date:	September 2026
Last review date:			Next review date:	September 2027
Policy applies to:	Bellingham Primary School	Yes	Bellingham Middle School	Yes

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
- Aims to ensure a fair and consistent approach to the payment of governors' allowances and the reimbursement of expenses incurred

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

Boards in maintained schools with a delegated budget can pay allowances or expenses to board members, in accordance with a policy or scheme created by the school and approved by the governing board. This is set out in the [governance guide for maintained schools](#).

The legislation on governors' allowances is set out in the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Eligible expenses

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

Members of the governing board may claim reasonable costs for:

- **Extra costs reasonably incurred** because they:

- Have a medical need or a disability (and may need, for example, a signer or braille documentation). Note: wherever possible, governors/trustees should inform the board about any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible
- Speak English as an additional language (and may need, for example, an interpreter or translated documentation)
- **Travel and subsistence costs:**
 - Car and motorbike mileage may be claimed for the purpose of attendance at meetings of the governing board or its committees or other agreed activities. Claims will be reimbursed at a rate not exceeding HM Revenue and Customs' approved mileage rate (see appendix 2)
 - Public transport, at a standard class rate, for the purpose of attendance at meetings of the governing board or its committees or other agreed activities
 - Car parking or bike storage, for charges that otherwise would not have been incurred
 - Meal/subsistence for meals that would not otherwise have been purchased, up to a maximum of £10.00.
- **Clerical expenses**, such as photocopying or stationery, where governors/trustees are unable to use the school facilities
- **Other justifiable allowances**, as agreed by the Governing Body.

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in writing by the Governing Body in line with the above values **before** they are incurred. A governor cannot approve their own claim.

4. Ineligible expenses

Governors may not:

- Be paid any attendance allowance
- Be reimbursed for:
 - Any loss of earnings
 - Travel or accommodation costs for spouses, partners or family members
 - Excessive costs – for example, on travel
 - Telephone or other communication costs for business unrelated to carrying out their duties
 - Costs of training or of training materials that are unrelated to their duties (including those relating to the governor/trustee's professional or academic interests)

5. Procedure for claiming expenses

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to the school Admin Team Leader.

Allowances will only be paid on the provision of a receipt or e-receipt, and will be limited to the amount shown on the receipt.

- For efficient administration, governors are asked to claim in arrears as soon as the costs are incurred.
- Any claim must be submitted within 3 months of the expenditure being incurred

For transparency, a Governor Expenses Report will be reported to each meeting of the Full Governing Body. Expenses can be approved between meetings in line with this policy by the Chair (or Vice Chair) of Governors, and countersigned by the Executive Headteacher.

When an expenses claim is approved, payment will be provided by cheque or bank transfer as quickly as possible.

The chair of 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. If a claim is found to be excessive, unreasonable or false, the governor will be required to pay back such expenses.

6. Monitoring arrangements

This policy will be monitored and reviewed annually by the Governing Body. Any amendments will be presented at a policy meeting of the full governing board.



Governor Claim Form			
Name:		Date of Claim:	
Address:			
I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.			
Claimant Signature:		Date:	
Chair (/Vice) Signature:		Date:	
Exec HT Signature:		Date:	

Expense type	£
Support for a special need or English as a second language	£
Travel (if mileage, add below)	£
Subsistence	£
Telephone charges, photocopying, postage or stationery that was not available in school.	£
Other (specify)	£
TOTAL EXPENSES CLAIMED	£

Mileage details				
From (Postcode)	To (Postcode)	Purpose	Total Miles	Total miles x 45p per mile

Please submit this form, along with receipts where appropriate, to the Admin Team Leader within 3 months.