



# Springcroft Primary School

## **Governors' Allowances Policy (Schemes for paying)**

**Date Adopted: September 2025  
Author/owner: Springcroft Primary School  
Anticipated Review: Autumn Term 2026**

Approved	Signature	Date

### **Our Mission Statement:**

**The place to learn, the place to succeed, the place to make friends, the place to grow.**

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## Statement of intent

A Springcroft 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.

## Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

Any claim for expenses has to be met from the school's delegated 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'

## 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.

### Paying Allowances

Examples of when a claim may be made for incurred expenses are given below, but it is for each governing body to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed. Governing bodies may, for example, wish to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for governors with special needs or where an individual's first language is not English.

### Child care or babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for their child(ren).

### Care arrangements for an elderly or dependent relative

Costs may be claimed for situations similar to those for child care.

### Telephone charges, photocopying, stationery, etc

Where a governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

### Travel and subsistence

Mileage may be claimed for distances exceeding 10 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities. Claims will be reimbursed at the lower HRMC rate of 25p per mile there after (this must not exceed

the maximum level of the rates published by the Inland Revenue for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt up to a maximum amount of £50. Claims above this amount may be made in exceptional circumstances and must be approved by the governing board only. Under no circumstances will claims for alcoholic beverages be paid.

### 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.

### Making a claim

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by Chair of governors and submitted to the school Office Manager for payment.

The policy and amounts payable will be reviewed on an annual basis. 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, including [The School Governance Regulations 2013](#) and the '[Maintained schools governance guide](#)'.

**This policy applies equally to all categories of governor, including associate members.**

# Springcroft Primary School



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**Governing body: Springcroft Primary School**

**Governors' name:**

**Address:**

I claim the total sum of £                      in respect of expenses incurred whilst carrying out my duties as a governor / associate member of the above governing body.

I have attached the relevant receipts in support of my claim.

**Signed:**

**Date:**

	£
Child care / babysitting	
Care for dependant relative(s)	
Special needs support (eg hearing or visual impairment)	
Support for governor with English as a second language	
Travel costs (specify costs incurred and for what purpose)	
Telephone charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
<b>Total claimed</b>	

This form should be submitted to: Mrs Nicola Birch, Office Support Manager