Greenmount Primary School

Governor Expenses Policy

2026-2029

Adopted by Greenmount Primary School governing body on November 26

To be reviewed by governors on November 29



POLICY ON PAYING GOVERNORS' EXPENSES

November 2026

Introduction

Governors provide their time voluntarily and cannot be paid for fulfilling the role. They can however be reimbursed for expenses that they incur in carrying out their duties.

The Department for Education's (DfE's) Governance Handbook sets out in the legal framework for governors in maintained schools which have a delegated budget, to claim expenses. (Academies, should ensure that their adapted policy meets any relevant conditions in their funding agreement/articles of association, as these can vary.)

- It is for the governing board to determine whether to pay allowances to governors and associate members
- The allowances can cover any costs such as travel and childcare which governors incur as a result of attending board meetings
- Where the governing board resolve to pay expenses they must have a policy or scheme for payment
- Expenses cannot include payment for loss of earning for attending meetings
- Travel expenses must not exceed the HM Revenue and Customs (HMRC) approved mileage rates
- Expenses other than travel should only be paid on production of a receipt and should not exceed the amount on the receipt.

Policy framework

1. General principles

- Governors should be able to claim without embarrassment
- Governors should decide for themselves whether or not to claim
- Governors can only claim incurred cost (that is, the cost must have been incurred by the governors before it can be reimbursed)
- Governors may be reimbursed for expenses incurred whilst attending governors' meetings, training courses and other meetings undertaken in the course of their duties including childcare costs
- Governors cannot claim attendance allowances or for loss of earnings
- All existing governors (and new governors at their first meeting) to be made aware of this policy.
- The policy to be reviewed every 3 years and any changes agreed by the full governing board.

- Claims for expenses are met from the school's budget. The governing board might want to agree a budget at the beginning of the year.

2. Categories of expenditure

Examples of expenses that may be incurred are given below, but it is for each governing board to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed.

2.1 Travel and subsistence

- 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 Her Majesty's Revenue and Customs' Approved Mileage Rate as published from time to time. (HMRC's Approved Mileage Rates are available at http://www.hmrc.gov.uk/rates/travel.htm).
- Public transport - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Taxi – The fare will be reimbursed of production of a receipt. NOTE taxis should only be considered if the same journey cannot be made by public transport or to ensure the safety of a governor.
- Car parking - Claims can be made for car parking charges that would not otherwise have been incurred upon production of a receipt.
- Meals/subsistence - Claims for subsistence allowances, ie for meals that would not otherwise have been purchased may be reimbursed upon the production of a receipt. The governing board may wish to agree a maximum amount for subsistence claims.

2.2 Childcare or dependent relative care

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 board 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 children/dependents
Care arrangements for an elderly or dependent relative will also be considered.

2.3 Clerical expenses

Where a governor is unable to use the school's facilities a claim for reimbursement may be made for telephone charges, photocopying, stationery, etc. Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

3. Claim process

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial. A sample claim form is included at the end of this policy.
Claims should be authorised by the chair of governors and be submitted to the Headteacher/School Business Manager to organise payment.
The Headteacher will retain a copy of claims forms for audit purposes.

This policy applies equally to all categories of governor and includes associate members.

CLAIM FORM FOR GOVERNOR EXPENSES

Governing board:

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

Signed: ……
Date: ……..

CLAIM CATEGORY	**DATE**	**REASON**	**£**
Public transport			
Mileage (include miles claimed)			
Taxi			
Parking			
Meals/subsistence			
Childcare/dependant relative			
Telephone charges			
Postage			
Photocopying			
Stationery			
Other (please specify)			
Total claimed			

I CERTIFY THAT I HAVE SEEN THE RECEIPT / PROOF OF EXPENDITURE AND HAVE APPROVED THIS CLAIM ACCORDINGLY

……. Chair (Chair of committee)

……. Date

THIS COPY TO BE RETAINED BY THE HEADTEACHER TOGETHER WITH ANY SUPPORTING RECEIPTS RECEIVED