

Governor Allowances Policy

Yew Tree Primary School



Date of Policy:	January 2026
Responsibility:	Governing Body Policy
Review Date:	January 2027
Consultation:	This policy was developed in consultation with Governors following guidance from Governor Services.

ETHOS STATEMENT

It is the aim of the Governing Body of Yew Tree Primary School to develop policies and procedures which support the school's vision of:

“Learning Without Limits”

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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 voluntary 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](#) makes it clear that there is a statutory responsibility for Governing Boards to publish a governors' allowances policy which is in line with legislation.

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 clerk to Governors

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, stationery, etc.**
- **Other justifiable allowances**

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board **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 the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

4. Monitoring arrangements

This policy will be reviewed Every 3 years by the governing board-Any amendments will be presented at a meeting of the full governing board.

Appendix 1: GOVERNOR CLAIM FORM

Yew Tree Primary School



Governor claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

Expense type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Clerk to Governors along with any relevant receipts.

The form should be submitted within 4 weeks of the expenses being incurred.

Appendix 2: approved mileage rates

HMRC's current approved mileage rates are published on [the HMRC website](#) and should be referred to at the point of submitting a claim. Mileage will be reimbursed at the published value of the date the activity took place.