



# KSM Governors' Allowance Policy

## Kington St Michael CE Primary School

<b>Policy agreed (date):</b>	<b>10<sup>th</sup> March 2026</b>
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<b>Reviewed by:</b>	<b>Full Governance Board</b>

### Aims

- The aim of this policy is to ensure that a governor (or non-governor who is co-opted on to a governing body committee), is not out of pocket where the school has derived a benefit from such outlay.
- 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.
- By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

### Legislation and guidance

The legislation on governors' allowances is set out in the [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#) [Maintained schools governance guide, 2024](#) says that:

- Governing bodies of maintained schools with a delegated budget may choose to pay governors allowances and expenses.
- This must be done in accordance with a policy or scheme adopted by the governing body.
- Governors cannot be paid attendance allowances or for any loss of earnings.

### Allowances

Governors will be able to claim for the following, on a case-by-case basis and with the prior approval of the Governing Board:

- **Childcare or babysitting expenses**  
Where a governor has the need for childcare to exercise their duties and commitments as governor, the federation will reimburse any costs incurred; claims will be limited to reimbursing the actual cost paid to a registered child minder or the cost of a babysitter.

- **Care arrangements for an elderly or dependent relative**  
Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the governor would have provided during the period of their absence.
- **Governors with a special need**  
Where the school or governing body does not provide facilities or equipment to enable a governor for example to communicate or otherwise take part in the activity in question, claims will be limited to reimbursing the cost of, for example, provision of a signer, audiotapes, Braille documentation, or travelling and subsistence for a person providing support, as the case may be.
- **Governors whose first language is not English**  
The translation of documents or provision of an interpreter may be met in circumstances similar to a Governor with special needs.
- **Petrol and Diesel**  
Governors can be reimbursed for mileage expenses, should they have to attend meeting or training not held at the school. Rates paid will be at 45 pence per mile.
- **Travel and subsistence costs**  
May be payable to governors at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from any other source.
- **Telephone charges, photocopying costs, and stationery**  
May be reimbursed where the governor is unable to use the facilities of the school in the performance of any duty on behalf of the governing body. Governors must keep a written record or obtain a receipt, relating to expenditure so incurred. Claims will be limited to reimbursing the actual costs involved.

### **Claiming**

To reduce administration, unless substantial sums are involved, governors are asked to claim termly in arrears, prior to the end of the financial year in question.

Claims should be made on the Governor Claim Form (Appendix 1) and agreed by the Head teacher and Chair of Governors.

### **Monitoring arrangements**

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.

This policy will be reviewed annually by the Governing Board. Any amendments will be presented at a meeting of the full Governing Board.

**Appendix 1**

**Kington St Michael C.E. Primary School - Governor Claim Form**

Name:

Address:

Claim period:

I claim the total sum of £\_\_\_\_\_ for Governor expenses as detailed below. I attach relevant receipts to support my claim.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>EXPENSE TYPE</b>	<b>COSTS</b>
Childcare or babysitting costs	
Care arrangements for elderly or dependent relatives	
Support for a special need or English as a second language	
Petrol / Diesel	
Travel or subsistence (distances exceeding 5 miles)	
Telephone, Photocopying & Stationary	
Other (please specify)	
<b>Total expenses claimed</b>	

This form should be submitted to the Head Teacher and Chair of Governors for approval along with any relevant receipts.

Approved by Chair of the Governing Body

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Head Teacher

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_