



## Governors' Allowances Policy

<b>Applicable to:</b>	✓	Seaton Valley High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
<b>Approval body:</b>	Resources Committee	

### Status:

<b>Statutory policy or document</b>	Yes
<b>Review frequency</b>	Governing Body to determine
<b>Approval by</b>	Governing Body to determine

### Publication:

<b>Statutory requirement to publish on school website</b>	No
<b>Agreed to publish on school website</b>	Yes

### Review:

<b>Frequency</b>	<b>Next Review Due</b>
Annually	Summer 2026

## Version Control:

Author	Creation Date	Version	Status
Business Manager (SH)	23 June 2016	1.0	Approved version for SVF
<b>Changed by</b>	<b>Revision Date</b>		
Business Manager (BW)	8 July 2019	1.1	Reviewed and updated to include references to most recent legislation and expand the claims process section
Business Manager (BW)	2 September 2019	2.0	Final approved version for publication
Business Director (BW)	28 July 2022	2.1	Updated in line with The Key for School Leaders model policy (December 2021) including review frequency
Business Director (BW)	31 August 2022	3.0	Final approved version for publication
Business Director (BW)	18 March 2023	3.1	Annual review; no changes
Business Director (BW)	10 April 2023	4.0	Final approved version for publication
Business Director (BW)	28 April 2024	4.1	Annual review; minor changes in line with The Key for Leaders model policy (April 2024) to reflect the release of updated governance guides
Business Director (BW)	23 May 2024	5.0	Final approved version for publication
Business Director (BW)	6 June 2025	5.1	Annual review; no changes
Business Director (BW)	16 June 2025	6.0	Final approved version for publication
Business Director (BW)	23 February 2026	6.1	Updated to reflect the 2025 governance guide for maintained schools; replaced references to ACHS with SVHS

## 1 Aims

- 1.1 The governing body has decided to pay reasonable allowances from each school's delegated budget to cover any costs that governors incur through carrying out their duties.
- 1.2 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
- 1.3 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

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

## 3 Eligible expenses

- 3.1 Members of the governing body may claim allowances to cover expenditure necessary to enable them to perform their duties.
- 3.2 This does not include an attendance allowance, or payment to cover loss of earnings.
- 3.3 Members of the governing body may claim allowances by completing a claim form and submitting it to the Clerk to the Governing Body.
- 3.4 Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.
- 3.5 Members of the governing body may claim reasonable costs for:
  - childcare
  - care for elderly or dependent relatives
  - extra costs reasonably incurred because they:
    - have a medical need or a disability (and may need, for example, a signer or braille documentation); 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
    - speak English as an additional language (and may need, for example, an interpreter or translated documentation)
  - travel and subsistence costs for the purpose of attendance at meetings of the governing body or its committees or other agreed activities; where a governor uses their own vehicle, claims must not exceed the HM Revenue and Customs (HMRC) approved mileage rates, which are published on the [HMRC website](#)
  - clerical expenses, such as photocopying or stationery, where governors are unable to use the federation's facilities

- other justifiable allowances, as agreed by the governing body

3.6 Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the federation's Business Director **before** they are incurred. A governor cannot approve their own claim.

#### 4 Ineligible expenses

4.1 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's professional or academic interests)

#### 5 Procedure for claiming expenses

5.1 Governors are asked to submit any claims to the Clerk to the Governing Body within one month of their attendance at the qualifying event for authorisation by the Business Director.

5.2 Expenses will be reimbursed by BACS and governors will be asked to provide their bank details when they make their first claim.

5.3 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.

5.4 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. If a claim is found to be excessive, unreasonable or false, the governor may be required to pay back such expenses.