



St. John's C. of E.

Blackpool's First Free School 1817

Governors' Allowance Policy

'In everything, do to others what you would have them do to you.'

Matthew 7:12

Be Kind

Be Forgiving

Be a Good Friend

Be Honest

Love One Another

Be part of our St John's family!

Last updated: Sept 2025

Governor approved: October 2025

Next review due: Sept 2027

Statement of intent

This policy statement has been developed in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give Governing Boards the discretion to pay allowances from the school's annual budget allocation to Governors for certain out of pocket expenses they incur as a result of fulfilling their role as a Governor.

St John's CE Primary School Governing Board believes that paying Governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as Governors for all members of the community and so is an appropriate use of school funds. The specific items allowance reflects this objective.

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 in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

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.

Governors' allowances

All Governors of St John's CE Primary School are entitled to claim the actual costs that they incur as follows:

- To attend Governors' Meetings, Committee Meetings and any other meeting, which as a Governor you are required to attend.
- For visits into school as agreed by the Governing Board (e.g. to observe progress on key priorities linked to the School Development Plan), which are then reported back to the Governing Board.
- To attend training provided by Governor Services, or to attend briefing meetings.
- Expenses may be claimed for attending conferences, training and meetings other than above, but the prior approval of the Governing Board must be sought.

Expenses eligible for reimbursement

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the chair of governors:

Travel (no subsistence will be considered)

- The cost of travel, being the actual bus fare, or a mileage allowance at the rate used for school staff (currently 52.2p per mile), except that this rate must not exceed Her Majesty's Revenue's and Customs' Approved Mileage Rate (a) as published annually.
- The nature of the visit must be specific to their role on the board, e.g. governors' meetings, training courses, etc.
- A taxi should only be used with the prior approval of the Governing Board.
- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only on production of a valid, dated receipt.

Childcare

- The cost of childcare (excluding payments to current/former spouse/partner). Please note that childcare can usually be arranged in school on request.
- The costs of care arrangements for a dependent relative (excluding payments to current/former spouses/partner).

Specific needs

- Extra costs they incur in performing their duties either because they have special needs or because English is not their first language.

Miscellaneous expenses

- Authorised stationery costs where the school facilities cannot be used.
- Any other justifiable costs can be claimed with the prior approval of the Governing Board.

This list is not exhaustive, and the school may decide to reimburse in other instances; however, this must be agreed in advance by the chair of governors.

No claims will be considered for remote attendance at meetings or free online training.

The Governing Board of St John's CE Primary School acknowledges that we are not allowed to reimburse Governors for loss of earnings for attending meetings.

Procedure for claiming expenses

Governors wishing to make claims under these arrangements should complete a claim form, which is available for download / printing from GovernorHub (copy at end of this document).

The completed form should be submitted to the school Business Manager, attaching receipts, and payment will be made usually on a termly basis.

All claims must be scrutinised and approved by the Chair of Governors, and will be subject to independent audit. If claims appear to be frequent or excessive, the chair of governors may refuse requests.

The amount of individual claims will be kept confidential, but the total amount claimed should be reported annually to the Governing Board.

Claim Form for Governors' Allowances

Name

I claim the sum of £ for Governors' allowances as detailed below. I have attached relevant receipts to support my claim.

Signed Date

Date of meeting	Event	Type of Allowance	Mileage	£	p

Forms should be submitted once per term to the school office.

The current authorised mileage rate is 52.2p per mile.