Policy for
Governor allowances

Approved by	FGB
Approved on	16.11.2026
Review date	END November 2027
Headteacher	

Signed…Steve Dunn…… Role…CoG…

Ownership: FGB

This policy statement has been developed in accordance with 'The School Governance (Governors' Allowances) Regulations 2013'. These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Stockbridge Primary School Governing Body 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 allowable reflect this objective.

From 1st November 2013, all governors of Stockbridge Primary School will be entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Stockbridge Primary School, and are agreed by the Development Committee that they are justified before any reimbursable costs are incurred.

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

- Cost of care arrangements for any dependants (excluding payments to a current/former spouse or partner);
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Travel expenses may be paid but must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on the HMRC website;
- Any other justifiable allowances.

The Governing Body at Stockbridge Primary School acknowledges that:
- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Office) with attached receipts. and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors for final approval. Forms will not be processed if relevant receipts are not attached. The Chair of Governor should have their expenses approved by the Headteacher.
Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent. If there are any concerns about claims made by the Chair of Governors, this will be investigated by the Headteacher and Clerk to Governors jointly.

This policy will be reviewed every 3 years.