St John Henry Newman Catholic Primary School

Governor Allowances

Approved: September 2026

Next Review Date: September 2027

1. Introduction

St John Henry Newman Catholic Primary School recognises the valuable contribution made by governors and associate members to the leadership and governance of the school.

Governance is a voluntary role. The Governing Body wishes to ensure that no governor or associate member is prevented from undertaking their duties because of reasonable expenditure necessarily incurred in carrying out those duties.

This policy sets out the circumstances in which the school will reimburse reasonable expenses incurred by governors and associate members when undertaking legitimate governance duties.

The policy is intended to provide a clear, fair and transparent framework for claims while ensuring that public funds are used appropriately and responsibly.

The school is a **voluntary-aided maintained school**. The Governing Body is therefore responsible for determining this policy, subject to the relevant statutory framework and the school's financial procedures.

2. Legal and Regulatory Framework

This policy has regard to:

- **School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**, particularly Part 6;
- Education Act 2002;
- Education Act 1996;
- the current Department for Education **Maintained schools: governance guide**;
- the school's approved financial procedures; and
- relevant HM Revenue and Customs guidance concerning approved mileage rates.

The 2013 Regulations apply to maintained schools in England and replaced the former Education (Governors' Allowances) (England) Regulations 2003.

Where the Governing Body has a delegated budget, it may determine whether to pay governors and associate members allowances for expenditure necessarily incurred in performing governance duties. Such payments must be made in accordance with an approved policy and, where applicable, supported by receipts.

3. Principles

The Governing Body will ensure that:

- governors and associate members are not unreasonably disadvantaged financially by undertaking their governance duties;
- claims are reasonable, necessary and proportionate;
- expenditure is directly connected to legitimate governance duties;

- claims are supported by appropriate evidence;
- public funds are used responsibly;
- claims are processed consistently;
- conflicts of interest are appropriately managed;
- governors are not paid for undertaking their voluntary governance role; and
- the arrangements remain transparent and auditable.

The payment of an allowance is not automatic. The Governing Body retains discretion over whether expenditure is reimbursed, subject to the statutory framework.

4. Who May Claim?

This policy applies to:

- all governors of St John Henry Newman Catholic Primary School;
- associate members appointed by the Governing Body; and
- governors serving on committees or undertaking specific governance responsibilities.

The policy applies where expenditure is necessarily incurred to enable the individual to perform a legitimate governance duty.

Examples include:

- attending Governing Body meetings;
- attending committee meetings;
- undertaking agreed governor visits;
- attending governor training;
- attending meetings with school leaders in a governance capacity;
- attending meetings or events on behalf of the Governing Body;
- undertaking other duties formally requested or authorised by the Governing Body or its Chair.

5. What Cannot Be Claimed

Governors and associate members cannot claim:

- payment for their time;
- payment for attending meetings;
- compensation for loss of earnings;
- compensation for loss of annual leave;

- a general attendance allowance;
- payment for inconvenience;
- personal expenses unrelated to governance duties;
- expenses which have already been reimbursed by another organisation;
- fines or penalties;
- personal purchases;
- costs associated with social events which are not legitimate governance activities; or
- expenses which are unreasonable or excessive.

The DfE confirms that there is no general legal power to pay members of maintained-school governing bodies for carrying out their governance duties. Allowances are intended to meet expenditure incurred to enable them to perform those duties.

6. Travel Expenses

Reasonable travel expenses may be claimed where travel is necessary to undertake an agreed governance duty.

Governors should use the most economical reasonable form of transport, taking account of:

- cost;
- journey time;
- accessibility;
- safety;
- practicality; and
- the circumstances of the governor.

Where practical, public transport should be used.

6.1 Public Transport

The actual cost of reasonable public transport may be claimed.

Governors should normally use:

- standard-class rail travel;
- ordinary bus or public transport fares; and
- the most economical reasonable fare available.

Where possible, governors should book tickets in advance where this produces a saving.

Receipts or other appropriate evidence of expenditure should be retained.

6.2 Private Vehicles

Where a governor uses their own car, motorcycle or pedal cycle for an authorised governance duty, mileage may be claimed.

Mileage payments will **not exceed the applicable HMRC Approved Mileage Rates**.

The governing body's policy cannot set a mileage rate above the applicable HMRC rate.

Claims should record:

- date of journey;
- purpose of journey;
- starting point;
- destination;
- mileage; and
- total amount claimed.

Normal commuting or travel undertaken for purely personal reasons is not reimbursable.

6.3 Parking and Tolls

Reasonable parking charges and road tolls incurred while undertaking an authorised governance duty may be claimed.

Receipts should normally be provided.

Parking fines, penalty charges and other fines cannot be reimbursed.

6.4 Taxis

Taxi or private-hire costs may be claimed where they are reasonably necessary.

Examples may include:

- lack of suitable public transport;
- attendance at a location which is difficult to reach by public transport;
- accessibility requirements;
- personal safety considerations; or
- circumstances where using public transport would be unreasonable.

Where a taxi is likely to result in significant expenditure, prior agreement should normally be obtained from the Chair of Governors.

7. Childcare and Dependent Care

Reasonable additional costs for childcare or care of a dependent may be reimbursed where the cost is **necessarily incurred to enable a governor or associate member to undertake an authorised governance duty**.

This may include:

- attendance at Governing Body meetings;
- committee meetings;
- governor training;
- authorised governor visits; or
- other approved governance activities.

The allowance is intended to cover **additional expenditure arising because of the governance duty**.

It is not intended to reimburse ordinary childcare or dependent-care costs that the governor would have incurred regardless of the governance activity.

Claims should:

- be reasonable;
- be supported by appropriate evidence where available;
- relate directly to the governance activity; and
- represent actual additional expenditure.

The school will not normally reimburse childcare provided by a family member unless there is clear evidence of an actual financial cost being incurred.

8. Support for Governors with Disabilities or Additional Needs

The school will consider reasonable additional expenditure incurred by a governor or associate member with a disability or other additional need where the expenditure is necessary to enable them to undertake their governance duties.

This may include, where appropriate:

- additional transport costs;
- personal assistance;
- communication support;
- accessibility arrangements;
- specialist equipment; or
- other reasonable support.

Requests will be considered sensitively and in accordance with the Equality Act 2010.

The Governing Body will seek to remove unnecessary barriers to participation in governance.

9. Translation and Communication Support

Where a governor or associate member requires reasonable communication or translation support to participate effectively in governance activities, the Governing Body may reimburse the associated reasonable costs where these are necessarily incurred.

This may include:

- interpretation;
- translation;
- accessible communication;
- specialist communication support; or
- reasonable assistive technology.

The school will consider each request on its circumstances.

10. Telephone, Postage, Printing and Stationery

Reasonable expenditure on:

- telephone calls;
- postage;
- printing;
- photocopying;
- stationery; and
- other essential communication costs

may be claimed where the expenditure is directly related to governance duties and is not otherwise provided by the school.

Where possible, governors should use school-provided facilities rather than incurring personal expenditure.

11. Digital and Technology Costs

The school will normally provide governors with access to the digital systems and information required to undertake their governance role.

The purchase of personal technology is therefore not normally reimbursable.

However, where a governor is specifically authorised to purchase a necessary item or service which cannot reasonably be provided by the school, the Governing Body may consider reimbursement.

Prior approval should normally be obtained.

12. Accommodation and Overnight Expenses

Where attendance at an authorised governance activity reasonably requires overnight accommodation, the Governing Body may reimburse reasonable accommodation costs.

Prior approval should normally be obtained from the Chair of Governors.

Accommodation should be:

- reasonable;
- proportionate;
- appropriately priced; and
- selected with value for money in mind.

Luxury or unnecessarily expensive accommodation will not normally be reimbursed.

Reasonable additional subsistence costs may be considered where an overnight stay is necessary, subject to prior agreement and the provision of receipts.

13. Hospitality and Meals

The school will not normally reimburse:

- meals taken during ordinary Governing Body meetings;
- drinks or refreshments purchased for personal use;
- social meals;
- hospitality unrelated to legitimate governance duties; or
- alcohol.

Where attendance at an authorised governance event necessarily involves reasonable subsistence expenditure, this may be considered on an individual basis, subject to prior approval where practicable.

The principle of value for money will always apply.

14. Training and Conferences

Where a governor is authorised to attend training, conferences or other development activities on behalf of the Governing Body, reasonable associated expenses may be reimbursed.

This may include:

- travel;
- parking;
- registration fees where approved;
- accommodation where necessary; and
- reasonable subsistence.

The school should normally agree the activity and any associated costs in advance.

15. Prior Approval

Where expenditure is likely to be significant or unusual, prior approval should be obtained.

Prior approval should normally be sought from:

- the Chair of Governors; or
- the Vice-Chair where the claim relates to the Chair.

Examples where prior approval should normally be obtained include:

- overnight accommodation;
- significant travel;
- specialist support;
- conferences;
- substantial childcare/dependent-care costs;
- exceptional accessibility expenditure; and
- any other unusual or potentially significant expense.

The absence of prior approval does not automatically prevent a legitimate claim from being considered, particularly where the expenditure was necessary and could not reasonably have been anticipated.

16. Making a Claim

Claims should be submitted using the school's governor expenses claim process.

Claims should normally be submitted within **three months** of the expenditure being incurred.

A claim should include:

- governor's name;
- date;
- purpose of expenditure;

- type of expense;
- amount claimed;
- appropriate receipt or evidence of expenditure; and
- any required mileage information.

Where a receipt is unavailable, the governor should provide an explanation and alternative evidence where reasonably possible.

17. Receipts and Evidence

Receipts or other appropriate evidence should normally be provided.

The regulations define a receipt broadly as evidence establishing the amount of expenditure.

Examples may include:

- receipts;
- invoices;
- tickets;
- electronic confirmation;
- mileage records; or
- other appropriate evidence.

The school may decline reimbursement where there is insufficient evidence that expenditure was incurred or that it was connected to legitimate governance duties.

18. Authorisation of Claims

Claims will be checked and authorised before payment.

The **Chair of Governors** will authorise claims made by governors.

Claims made by the **Chair of Governors** will be authorised by the Vice-Chair.

Where a claim relates to both the Chair and Vice-Chair, an appropriate alternative governor authorised by the Governing Body will approve the claim.

No governor should authorise their own claim.

The person authorising a claim should consider:

- whether the expenditure was necessary;
- whether it was reasonable;
- whether it relates to governance duties;
- whether evidence has been provided; and

- whether the claim complies with this policy.

19. Payment

Approved claims will normally be processed through the school's established financial procedures and paid by bank transfer.

Payments will be recorded appropriately within the school's financial records.

The school will seek to process legitimate claims promptly.

20. Conflicts of Interest

Governors must declare any actual or potential conflict of interest.

A governor must not use their position to obtain an inappropriate personal financial benefit.

Where a claim creates a potential conflict of interest, the governor concerned must not participate in its authorisation.

The Governing Body will manage conflicts in accordance with its established governance procedures.

The 2013 Regulations require relevant persons to disclose appropriate interests and withdraw from consideration where there is a conflict or reasonable doubt about impartiality.

21. Financial Controls

All claims are subject to the school's financial controls.

The school will:

- retain appropriate supporting evidence;
- maintain an audit trail;
- ensure claims are authorised;
- monitor expenditure;
- investigate unusual or repeated claims;
- ensure expenditure represents value for money; and
- report significant issues to the Governing Body where appropriate.

The Governing Body has a responsibility to ensure the sound, proper and effective use of the school's financial resources.

22. Disputed Claims

Where a claim is queried, the governor will be given an opportunity to provide further information or evidence.

Where the claim remains disputed, the matter will be referred to the Chair of Governors.

Where the dispute concerns the Chair, it will be referred to the Vice-Chair.

The Governing Body may review a disputed claim where appropriate.

The final decision will take account of:

- this policy;
- the statutory framework;
- the school's financial procedures;
- the evidence available; and
- the principles of reasonableness and value for money.

23. Monitoring

The Headteacher and appropriate school finance staff will monitor governor expenditure.

The Governing Body will receive appropriate information about governor allowances and expenses as part of its financial monitoring arrangements.

Monitoring will consider:

- total expenditure;
- expenditure by category;
- unusual or significant claims;
- repeated claims;
- compliance with the policy; and
- value for money.

Individual claims will be treated confidentially where appropriate.

Appendix 1 – Allowable and Non-Allowable Expenses

Expense	Normally claimable?	Conditions
Public transport	Yes	Actual reasonable cost; evidence required
Private car mileage	Yes	Must not exceed HMRC approved mileage rate
Motorcycle mileage	Yes	Must not exceed HMRC approved mileage rate
Bicycle mileage	Yes	Must not exceed HMRC approved mileage rate
Parking	Yes	Reasonable; governance-related; receipt normally required
Road tolls	Yes	Governance-related
Taxi	Yes	Reasonably necessary; prior approval where practicable
Childcare	Yes	Additional reasonable cost caused by governance duty
Dependent care	Yes	Additional reasonable cost caused by governance duty
Disability/accessibility support	Yes	Where reasonably necessary for governance participation
Translation/interpretation	Yes	Where reasonably necessary
Postage	Yes	Governance-related
Telephone calls	Yes	Governance-related
Printing/photocopying	Yes	Governance-related
Stationery	Yes	Necessary governance expenditure
Accommodation	By agreement	Necessary and reasonable; prior approval normally required
Conference/training fees	By agreement	Must be authorised
Meals/subsistence	By agreement	Only where reasonably necessary
Alcohol	No	Not reimbursable

Expense	Normally claimable?	Conditions
Parking fines	No	Not reimbursable
Loss of earnings	No	Not permitted
Attendance allowance	No	Not permitted
Personal purchases	No	Not reimbursable
Social events	No	Not normally reimbursable
Personal technology	No, unless specifically authorised	School provision should normally be used

Appendix 2 – Governor Expense Claim Checklist

Before submitting a claim, governors should check:

- Was the expenditure necessary to undertake a governance duty?
- Was the expenditure reasonable and proportionate?
- Have I provided a receipt or appropriate evidence?
- Have I recorded the date and purpose?
- If claiming mileage, have I recorded the journey and mileage?
- If claiming childcare/dependent care, does this represent additional expenditure caused by the governance activity?
- Was prior approval required?
- Am I submitting the claim within three months?
- Have I declared any relevant conflict of interest?

Appendix 3 – Key Statutory Principles

For St John Henry Newman Catholic Primary School:

1. The school is a **maintained voluntary-aided school**, not an academy.
2. The Governing Body may determine whether to reimburse reasonable expenses where the school has a delegated budget.
3. Expenses must be **necessarily incurred to enable governance duties to be performed**.
4. Governors cannot be paid for their time or loss of earnings.
5. Private-vehicle mileage must not exceed HMRC's applicable approved mileage rates.
6. Claims should be supported by receipts or other appropriate evidence.
7. The arrangements must operate transparently and with appropriate financial controls.

These principles reflect Part 6 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and current DfE guidance for maintained schools.