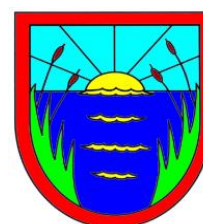


# Governors' allowances and expenses policy



## The Federation of St Martin's & Seabrook CEP Schools

|                            |   |                                |
|----------------------------|---|--------------------------------|
| <b>Approved by:</b>        | Governing Board of the Federation of St Martin's & Seabrook CEP Schools | <b>Date:</b> 18 September 2025 |
| <b>Last reviewed on:</b>   | 18 September 2025   |                                |
| <b>Next review due by:</b> | September 2026  |                                |

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## 1. Aims

The governing board has decided to pay reasonable allowances from the schools' delegated budgets to cover any costs that board members incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

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

The [maintained schools governance guide](#) (section 4.11.1) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The legislation on governors' allowances is set out in [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

## 3. Overview

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does **not** include an attendance allowance, or payment to cover loss of earnings.

Members of the governing board may claim allowances by completing a claim form (see appendix 1) and submitting it to Mrs Beech via the school offices.

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage or stationery
- Other justifiable allowances

Claims will be paid in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by Finance Monitoring team **before** they are incurred.

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.

Travel expenses where a governor uses their own vehicle must not exceed HMRC's approved mileage rates (see appendix 2).

## 4. Monitoring arrangements

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: governor claim form

### Federation of St Martin's & Seabrook CEP Schools

#### Governor claim form

Name:

Address:

Claim period:

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

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

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

| EXPENSE TYPE   | £ |
|--|---|
| Childcare  |   |
| Care arrangements for dependent relatives                  |   |
| Support for a special need or English as a second language |   |
| Travel or subsistence                                      |   |
| Telephone charges, photocopying, postage or stationery     |   |
| Other (please specify)                                     |   |
| <b>Total expenses claimed</b>                              |   |

This form should be submitted to Judith Beech along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

## Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published online by [HMRC](#).

| TYPE OF VEHICLE | FIRST 10,000 MILES | ABOVE 10,000 MILES |
|-----------------|--------------------|--------------------|
| Cars and vans   | 45p                | 25p                |
| Motorcycles     | 24p                | 24p                |
| Bikes           | 20p                | 20p                |