

Governor allowances policy

Herne Bay Junior School



Approved and adopted by the board at their meeting held on: 02.10.2025

Next review due by: September 2026

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Guiding principles

Governing boards can choose whether or not to pay allowances to governors; should the Board agree to do so, out of pocket expenses can be reimbursed; payments cannot include attendance allowance or loss of earnings. The cost of paying these allowances will be a charge on the school budget and where a governing board decides to make such payments, a suitable budget should be set aside.

Eligible expenses for approval may include:

- childcare or babysitting expenses
 - care arrangements for an elderly or dependent relative
 - support for governors with special needs (e.g. audio equipment)
 - support for governors whose first language is not English (e.g. translations)
 - telephone charges, photocopying, stationery etc.
 - travel and subsistence
 - other justifiable allowances.
1. The governing board should first decide whether, as a matter of policy, if they wish to pay allowances. This decision should be made at a full governing board meeting and should be minuted.
 2. Where the governing board decides to pay expenses, they must define what will qualify for payment, this should be included in the policy. The policy must treat all categories of governor equally and should also cover associate members. Any allowances for travel and subsistence cannot exceed the rates specified by HMRC [Rates and allowances: travel -mileage and fuel allowances](#). Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.
 3. Governing boards may want to consider whether to set an annual budget limit for the allowances fund.
 4. Governing boards may want to determine if independent governors, acting on their behalf, are able to claim against this policy or via the schools' general expenses policy.
 5. Payment: Any claim for expenses must be processed correctly and records kept. Details about how claims would be dealt with should follow the school's internal procedures. governors' allowances may be subject to audit.
 6. Review: The policy should be reviewed to reflect any changes within the membership of the board as a part of succession planning in ensuring the right people around the table, and in the light of any changes in legislation. All new governors and associate members should be given a copy of the policy.

The policy given below is a model which the governing board should adapt and agree as needed. It should be read in conjunction with the above guidance notes.

Governance allowances policy

The governing board in having a delegated budget, has a statutory duty to determine whether to pay allowances and where they choose to do so, it must be in accordance with a policy or scheme. Where a board does not have a delegated budget, allowances and expenses may be paid by the Local Authority (LA) at a rate determined by them.

The Maintained Governance Guide states:

*If the governing body has a delegated budget, they can pay allowances or expenses to governors and associate members appointed by the governing body (see [School governance \(roles, procedures and allowances\)\(England\) Regulations 2013](#)). This **must** be:*

- *in accordance with a policy or scheme created by the school and approved by the governing body*
- *for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings*
- *paid at a rate set out in the scheme and limited to the amount shown on the provided receipt*

*Travel expenses **must** not exceed the [HMRC approved mileage rates](#).*

This policy complies with our funding agreement and Articles of Association.

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 allowances which they incur in carrying out their duties.

The Governing Board of Herne Bay Junior School decided at a meeting on 02.10.2025 that it would not pay out of pocket expenses to members of the governing board.

This is to be reviewed annually.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. Excessive or inconsistent claims may be investigated by the chair of the board (or chair of finance/vice chair in respect of the chair of the board).

This policy was approved by the governing board on 02.10.2025

Signed by chair of the board