

Freegrounds Junior School Governor Allowances



Date of last review: November 2025

Date of next review: November 2026

Date approved: November 2025

Approved by: Policy working party

We believe this policy relates to the following legislation:

- Education Act 1996
- Local Government Act 2000
- Parent Governor Representatives (England) Regulations 2001
- Education Act 2002
- Education (Governors' Allowances) Regulations 2003
- Education Act 2005
- Government of Maintained Schools (Wales) Regulations 2005
- Education and Inspections Act 2006
- School Governance (Constitution) (England) Regulations 2007
- School Governance (Federations) (England) Regulations 2007
- School Governance (Parent Council) (England) Regulations 2007
- School Governance (Procedures) (England) (Amendment) Regulations 2007
- School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014

The following documentation is also related to this policy:

- Governors' Handbook: For Governors in Maintained Schools, Academies and Free Schools (DfE)
- The Constitution of Governing Bodies of Maintained Schools: Statutory Guidance for Governing Bodies of Maintained Schools and Local Authorities in England (DfE)

We are aware that the Education (Governors' Allowances) Regulations 2003 gives 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.

We believe that paying governors' allowances is important in ensuring equality of opportunity to serve as governors for all members of the community.

We understand that allowances will only cover the expenses incurred in the performance of a governor's duties. We will ensure that any travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines. Governors will not be paid an attendance allowance or for loss of earnings.

Governors will be able to claim for the following allowances if they are incurred in carrying out their duties:

- child care / babysitting expenses
- care arrangements for an elderly or dependent relative
- support for governors with special needs
- support for governors whose first language is not English
- travel to meetings/governor training
- travel and subsistence costs to national meeting / training events
- telephone charges
- postage
- photocopying
- stationery

We do not pay governors to undertake their role as school governance is based on voluntary service.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To make provision for the payment of allowances to governors and associate governors.
- To ensure that allowances must only cover the expenses incurred in a governor's performance of their duties.
- To ensure travel costs will not exceed the Inland Revenue Authorised Mileage Rate guidelines.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Allowances – specific categories

With the approval of the Governing Body, governors may claim for the following:

- Childcare or babysitting allowances (excluding payments to a current or former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current or former spouse or partner).

Additional costs incurred because:

- they have special needs;
- English is not their first language.

Travel costs (which must not exceed those permitted by the Inland Revenue Authorised Mileage Rate) to meetings (other than termly governors' and committee meetings held at the school) and training;

Other costs such as:

- Telephone charges relating to school business and governance;
- Photocopying;
- Stationery;
- Postage etc.

Governors will not be:

- paid attendance allowance;
- reimbursed for loss of earnings

Claims

The following procedure must be adhered to when making a claim:

- Claims must be made on the appropriate claims form.
- All receipts must be attached to the form.
- All forms must be returned to the School within two weeks of the date when allowances were incurred.
- All claims will be submitted to the Finance Committee for approval.

Appendix 1 – governor claim form

Appendix 2 – approved mileage rates

Audit

- All claims will subject to an independent audit.
- Excessive claims will be investigated.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Appendix 1: governor claim form



Freegrounds Junior School

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)	
Total expenses claimed	

This form should be submitted to The Business Manager, Freegrounds Junior School, Hobb Lane, Hedge End, Southampton, SO30 0GG along with any relevant receipts.

The form should be submitted within one month of the expenses being incurred.

Appendix 2: approved mileage rates

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

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