



Barrowby Church of England Primary School

Governors Allowances (Schemes for Paying) Policy

1. Introduction

1.1 The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties.

1.2 Any claim for expenses will be met from the school's delegated budget.

2. Paying Allowances

2.1 The role of a governor is a voluntary one. Governors may claim expenses incurred as part of their role in certain circumstances, which are detailed below. This provision is intended to ensure that no-one is deterred from becoming a governor because of any potential financial costs. Governors should not incur any expenses for which they wish to be reimbursed without obtaining prior authorization.

3. Other Claims

3.1 Governors who have additional needs, eg disability or English as a second language may claim for the extra costs they incur in carrying out their role.

4. Travel and subsistence

4.1 Most travel claims will relate to attendance at governor courses. Wherever possible, governors should seek to attend courses within 10 miles of their home address, and car share, where more than one governor is attending. Mileage may be claimed for distances exceeding 20 miles for the purpose of attendance at meetings of the governing body or its committees or other agreed activities, including courses, providing that the course was not available at a closer location. Claims will be reimbursed at current HMRC rates through the local authority.

5. Special Circumstances

5.1 If special circumstances arise, and continuing as a governor would result in real hardship, governors should approach the chair, in the first instance. The chair and Headteacher will give consideration to the payment of 'one off' individual expenses e.g. for child care in exceptional circumstances.

6. Equality of Opportunity

6.1 We seek to attract a broad range of applicants for governor vacancies. Where a prospective governor can provide clear evidence that financial constraints would prevent them from applying, the Chair and Headteacher may consider whether financial assistance for other costs is appropriate. Any such support will be subject

to budgetary constraints, clearly defined, and limited. Any recommendation will be subject to the approval of the whole governing body.

7. Expenses that cannot be claimed

7.1 Governors cannot routinely claim for:

- Childcare/babysitting
- Care of elderly or dependent relatives
- Telephone, photocopying, stationery, postage etc

8. Making a claim

8.1 Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

8.2 Claims must be authorised by the Chair of Governors and submitted to the school administrators for processing.

8.3 This policy applies equally to all categories of governor, including associate members.

9. Governor Allowances (Schemes for Paying) Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, annually.

Last reviewed: September 2025

Next review: September 2026