




**Kelvin Grove**  
Primary School

## GOVERNORS' ALLOWANCE POLICY

Date this policy was formally reviewed and agreed by the Governing Body sub-committee of Kelvin Grove Primary School:	13.11.25
Signed on behalf of the Governing Body by:	Mr Ian Mearns Chair of Governors
Signature:	
Date ratified by the Full Governing Body:	14.11.25
Details and dates of minor amendments:	15.3.23 reviewed without amends 10.11.25 new policy from LA
Date next full review is due:	Autumn 2026

**Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors, parents and visitors to share this commitment.**

**Governor Support**

**MODEL GOVERNORS' ALLOWANCES POLICY FOR MAINTAINED SCHOOLS –  
January 2025**

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## 1. Introduction

- 1.1 The law on school governors' allowances is set out in part 6 of "The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013":

*28.—(1) The governing body of a maintained school which has a delegated budget may determine to pay a member of that governing body or any associate member payments by way of allowance referred to in paragraph (2).*

*(2) Such payments by way of allowance are in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty, being either payments made under regulation 30, or payments at a rate determined by the governing body, and made on provision of a receipt for the relevant amount.*

*30. Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate as published from time to time.*

In addition to the Regulations, this policy also has regard for section 4.11.1 of the DfE's "Maintained schools governance guide" October 2024, which clarifies that the Regulations allow governing bodies of maintained schools who have a delegated budget to decide whether to pay allowances to governors and associate members of the governing body. Where doing so, it must be in accordance with a relevant policy, and if they choose not to do so they should explain in this policy their reasons for not doing so (for example if paying allowances would be to the detriment of the school's budget).

## 2. General principles of this Governors' Allowances Policy

- 2.1 The aim of the policy is to allow governors to claim "reasonable expenses...incurred [whilst] fulfilling their role as governor". This policy sets out the terms on which allowances for such expenses 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.
- 2.2 Although eligible to submit mileage claims for meetings attended, governors (and associate members) are not obliged to do so. The application of the policy should not create an expectation of a regular "allowance".
- 2.3 This policy should be reviewed and readopted annually, and should be provided to new governors by the school at the point when they are appointed/elected.

## 3. Allowances that won't be paid under this policy

- 3.1 School governors provide a voluntary service and **cannot** be paid for their role as a governor. Governors **cannot** claim an attendance allowance, or payment to cover loss of earnings.
- 3.2 Claims that have not been approved by the Headteacher prior to the expenditure being incurred will not normally be accepted.

- 3.3 Allowances will **not** be paid for expenses incurred by governors relating to governance work in another school – for example where they are asked to serve as an independent panel member for another school. Such claims should be submitted to the relevant school for payment.
- 3.4 The Headteacher reserves the right to reject any claim that is submitted more than one month after the expenditure is incurred.
- 3.5 The Headteacher reserves the right to reject any claim on the grounds that the claim is unreasonable or where paying such a claim would be to the detriment of the school's budget.

#### **4. Allowances that may be paid under this policy**

Members of the governing body may claim allowances to cover expenditure necessary to enable them to perform their duties. Governors may claim for:

- 4.1 Travel and subsistence i.e. reimbursement for meals purchased that would not have otherwise been bought.
- 4.2 Telephone charges, photocopying, postage or stationery.
- 4.3 Child-care or babysitting expenses, or care arrangements for an elderly or dependent relative, excluding where the care is being provided by an existing or former partner, another family member or by a responsible person who normally lives in the family home.
- 4.4 Any extra costs they may incur in performing their duties either because they have a special need, English is not their first language or due to a disability.
- 4.5 Any other justifiable allowances

#### **5. Procedure for making a claim**

- 5.1 Where possible, reimbursable costs should be agreed in principle by the Headteacher prior to the expenditure being incurred, otherwise the claim may be rejected.
- 5.2 Governors should complete the Governors' Allowances Claim Form in Appendix 1 of this policy, and submit it to the Headteacher, along with any receipts, within one month of the expenditure being incurred (in the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls). Allowances will only be paid on the provision of a valid receipt and will be limited to the amount shown on the receipt.
- 5.3 Payments for travel expenses incurred through the use of private cars, pedal cycles and motorcycles must be at a rate not exceeding [Her Majesty's Revenue and Customs' Approved Mileage Rate](#) as published from time to time.
- 5.4 Claims may be subject to independent audit.

