



Ravenbank Policy for the Payment of Governor Allowances

RATIFYING COMMITTEE: Full Governing Body

DATE RATIFIED: September 2025

NEXT REVIEW DATE: September 2027

Policy Objectives

The objectives of this policy are to describe the standards expected and the supporting processes for the application and payment of all governor-related allowances.

The development of this policy has involved due regard to the requirements of the Equality Act 2010. It aims to remove barriers to participation by ensuring governors are not out of pocket when undertaking their duties.

1. Executive Summary

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain expenditure necessarily incurred by individual governors when carrying out their duties. This policy provides clear standards for why, how and when governor allowances are provided.

The policy applies to all governors in applying for allowances and expenses, with specific implications for the Full Governing Body (FGB), the Headteacher, the Office Manager, and the Chair of Governors.

2. Introduction

2.1 Rationale

School governors provide a voluntary service and cannot be paid for their role. However, they may receive out-of-pocket expenses necessarily incurred to enable them to perform any duty as a governor.

2.2 Scope

This policy applies to all governors in applying for allowances and expenses. It also sets out responsibilities for the Full Governing Body, the Headteacher, the Office Manager, and the Chair of the Finance and Premises Committee.

2.3 Principles

This policy describes the allowable expenses for governors and how claims may be made. The Governing Body believes this is an appropriate use of school funds as it helps ensure equality of opportunity for service as a governor to all members of the community.

3. Policy Standards

Allowable expenses include, but are not limited to:

- Childcare or babysitting (with receipts; excludes when a spouse/partner at home could provide care).

- Care arrangements for an elderly or dependent relative (with receipts).
- Telephone charges, photocopying, stationery, broadband/data costs where school facilities cannot be used (with receipts).
- Travel and subsistence:
 - Travel expenses incurred in the course of governor duties, reimbursed at HMRC mileage rates or actual public transport cost (standard class).
 - Taxi fares, where public transport is not practical, reimbursed with receipts.
 - Subsistence claims up to £10 per meal with receipts, where meals would not otherwise have been purchased.
- Additional costs arising from a governor's special needs or accessibility requirements.
- Translation, interpretation, or digital inclusion support where required to enable full participation.
- Other justifiable expenses as agreed by the Chair of Governors.

Making a Claim

Governors should claim in arrears on a termly basis (or within 3 months of the expense being incurred). Claims must be submitted on the approved claim form with receipts or supporting evidence. Digital receipts are acceptable.

Claims must be authorised by the Chair of Governors (or Vice-Chair in their absence) and submitted to the Office Manager for processing.

Reimbursement will be made by bank transfer only. All claims will be subject to internal and external audit. False claims may be treated as fraud.

4. Duties

4.1 Full Governing Body: Ensures policy exists, is reviewed, and governors operate within it. Receives assurance that allowance payments meet audit requirements.

4.2 Chair of Governors: Authorises all governor expense claims (or delegates to Vice-Chair if absent). Reports annually to the FGB on allowances claimed.

4.3 Headteacher: Provides oversight but does not authorise governor claims to avoid conflict of interest.

4.4 Office Manager: Processes payments once claims are authorised, maintains records, and ensures availability for audit.

4.5 Vice-Chair: Authorises claims in absence of the Chair of Governors.

5. Monitoring Compliance

Compliance with this policy will be monitored annually as part of the FGB's review of expenditure and through external audit. The Chair of Governors will consider outcomes of reviews and make recommendations for change to the FGB.

Appendix 1 – Governor Expenses Claim Form

Name of Governor:

Date | Details of Expenses | Claim (£)

Total Claim: £.....

- I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that reimbursement has not been received elsewhere.

Signature (Governor): Date:

Authorised by (Chair of Governors / Vice-Chair): Date:

Processed by (Office Manager): Date:

Bank details (if not already held securely by school):

Account Name: Sort Code: Account Number:

Note: False claims may be treated as fraud.