



## SEND CHURCH OF ENGLAND PRIMARY SCHOOL

### GOVERNOR EXPENSES POLICY

**Agreed: Spring 2026**

**Review: Spring 2028**

**Annual**

**Statutory**

#### Legal framework

This policy has been developed in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. These regulations give governing bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain expenses which they incur in carrying out their duties.

#### Overview

Members of the governing body may claim allowances by completing a claim form (See Appendix 1) and submitting it to the chair of governors.

Key principles for claiming:

- **Receipts:** Allowances will only be paid on the provision of a receipt and will be limited to the amount shown.
- **Travel expenses:** a list of journeys, mileage and reason for journey e.g. attending training must be submitted.
- **Arrears:** Claims will be made in arrears on a case-by-case basis.
- **Prior agreement:** Reimbursable costs should be agreed in principle by the chair of governors before they are incurred.

#### Eligible expenses

As per the regulations, members of the governing body may claim for the following:

- **Childcare:** Costs incurred for the care of children while attending meetings.
- **Care for elderly or dependent relatives:** Costs incurred for the care of dependents while attending meetings.
- **Special Needs / ESL:** Extra costs incurred because the governor has a special need or English as a second language (e.g., audio equipment, translations).
- **Travel and subsistence costs:** Costs incurred traveling to/from meetings or training.
- **Administrative costs:** Telephone charges, photocopying (only where it cannot be accommodated at school), postage, stationary, etc.
- **Other justifiable allowances:** Any other specific costs agreed upon by the chair of governors.

#### Guidance on rates and exclusions

To ensure consistency and financial probity, the following standard rates apply to the eligible expenses listed above:

- **Mileage:** Travel by personal car will be reimbursed at the current HMRC Approved Mileage Rate (currently 45p per mile).

- **Childcare/dependent care:** In line with standard legal safeguards, allowances cannot be claimed for payments made to a current/former spouse, partner, or anyone who normally lives in the governor's household.
- **Subsistence:** Expenses for meals may only be claimed if the governor is required to be away from the school area for more than 4 hours.

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## Appendix 1: Governor claim form

### Send Church of England Primary School

#### Governor expenses claim form

Governor name:

Claim period:

I claim the total sum of £..... for governor expenses as detailed below. I have attached the relevant receipts to support my claim.

Expense Type	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, externally agreed photocopying, stationary etc	
Other (Please Specify)	
<b>TOTAL EXPENSES CLAIMED</b>	

This form should be submitted to the chair of governors along with any relevant receipts. Expenses incurred by the chair of governors must be submitted to the headteacher.

The form should be submitted within 4 weeks of the expense being incurred

In claiming the above, I confirm that the information supplied is correct and that the travelling and out of pocket expenses shown have been actually and necessarily incurred in connection with my role as governor.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

#### PAYMENT METHOD:

Expenses will be reimbursed electronically. If this is your first claim, please provide the following:

Account Name:

Account No:

Sort-code: