St Hugh's School

Governors Allowance Policy

Reviewed Autumn 2026 Next review Autumn 2027

Principles

The Governance Handbook allows schools to implement schemes to pay or not pay governors allowances from the school's delegated budget. The aim of this policy is to provide clear guidance to governors on the types and values of allowances that can be claimed whilst undertaking governor duties, attending meetings or training courses. The legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6

Very few governors claim expenses, however, this policy has been created to enable people with limited incomes to become governors.

It must be noted that all members of the governing body will be eligible to make a claim against any expenses listed in this policy; governors will **not** be paid an attendance allowance and governors will not be reimbursed for loss of earnings

Eligible Expenses

***child care and babysitting costs** (this does **not** include payments to a current or former spouse or partner or by a responsible person who normally lives in the family home)

* ***care arrangements for elderly or dependent relatives*** (this does **not** include payments to a current or former spouse or partner or by a responsible person who normally lives in the family home)

* ***travel expenses when attending governing body meetings***
  - to include committee meetings
  - at a rate of 55.0pence per mile (first 10000 miles) and 25.0pence per mile (after 10000) , for cars and vans, up to a maximum of 50 miles (round trip) without prior approval, can be claimed in connection with any one meeting. These rates are in line with HM Revenue & Customs approved mileage rates, thereby not attracting tax, and are in line with the LA's rates.
  - where governors share transport only the provider may claim
  - cost of public transport may be claimed (proof will be required)
  - cost of taxi may be claimed in special circumstances otherwise payment based on mileage rate or equivalent bus fare will be used

* ***travel expenses when attending governor training courses***
  - at a rate of 55.0pence per mile (first 10000miles) and 25.0pence per mile (after 10000), for cars and vans, up to a maximum of 200 miles (round trip) without prior approval, can be claimed in connection with any one training course. These rates are in line with HM Revenue & Customs approved mileage rates, thereby not attracting tax, and in line with the LA's rates.
  - attendance on out of county training courses will require the approval of the governing body finance committee
  - where governors share transport only the provider may claim
  - cost of public transport may be claimed (proof will be required)
  - cost of taxi may be claimed in special circumstances otherwise payment based on mileage rate or equivalent bus fare will be used

Eligible Expenses (cont'd…)

* ***subsistence expenses***
    - reimbursement will be made on actual additional expenditure incurred, supported by an appropriate receipt or evidence of expenditure, limited to the maximum amount contained in Appendix 1 which are in line with the LA's employee rates as defined in the Allowances, Expenses and Statutory Rates document.
      To qualify for subsistence expenses the following criteria must be met:
        - ○ There must have been additional expenditure to that normally incurred.
        - ○ Claims will not be made where a suitable meal is provided free of charge ○ The expense must have been incurred while working in the capacity of a voluntary Governor of the school.

      Claims can be made, subject to meeting the qualifying criteria above, for: ○ Breakfast – if business/travel commences before 7.00am ○ Lunch – if Governors are carrying out their business, away from their normal/routinely area of lunch, over a period covering from 12.00pm to 2.00pm. ○ Tea – if business/travel continues up to 6.00pm ○ Evening Meal – if business/travel continues after 6.00pm

      If a number of Governors are meeting together, and individuals qualify for subsistence allowance, the school shall look to achieve best value by organising refreshments as a whole, i.e. a buffet.

* ***sundry expenses***
    - relating to telephone charges, photocopying, postage and stationery, etc.

Implementation

- in accordance with the Regulations expenses will be paid out of the school's annual budget allocation

- **(if applicable)** the finance committee will agree a budget for governors' expenses for the year, above which no further claims will be considered

- any claim above £50 will require the **prior** approval of the **governing body finance committee**

- travel claims may not exceed the specified rates by the Secretary of State for the Environment, Transport and the Regions – these change annually and details can be obtained from either the LA's Personnel Section

- governors whose expenses are the subject of consideration must **withdraw** from the meeting at this point and take no part in the decision

Authorising and Processing Claims

- payment will be made termly

- any governor wishing to make claims under these arrangements should complete a claims form (obtainable from the school office) and should attach associated receipts or proof of attendance

Authorising and Processing Claims (cont'd…)

- the governor should hand the completed form to the head teacher who will bring the claim to the attention of the governing body or the finance committee to make a decision

- any decision to be recorded in the minutes

- following any decision to approve a claim the head teacher will be empowered to authorise payment of expenses by signing the claim form

- the head teacher will commit the expenditure to the appropriate budget heading and keep a record with the completed claim form and associated receipts

Monitoring

- the governing finance committee will annually (spring term) examine the level of allowances paid to governors to ensure best value practices are being followed in principal and that value for money is being achieved.

Accountability

- all claims will be subject to the normal LA audit arrangements and may be investigated by the chair of governors if they appear excessive or inconsistent

Review

- the governing finance committee will annually (autumn term) consider how the policy is operating in practice

- the *governing body may, at any time, agree to withdraw the facility or review the criteria for claims

approval of policy:- Autumn 2026	review of policy:- Autumn 2027

Appendix 1 – Allowances and Expenses

Allowance/Expense	Amount
*** Subsistence expenses**	
Breakfast	£8.04
Lunch	£8.96
Tea	£4.37
Evening meal	£13.70
Overnight (Provinces)*	£129.80
Overnight (London)*	£148.60
Out of pocket expenses	£6.49 per night
(Training courses only)	£26.07per week

**This covers the first period of absence, which includes an overnight stay up to 24 hours and each complete 24 hour period, thereafter.*

*** Mileage allowances**

Vehicle type	per mile first 10000	per mile after10000
Cars and vans	55.0p	25.0p