



'Love, Learn, and Grow Together'

Governor Expenses and Allowances Policy 2026/2027

At Foston and Terrington Church of England Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity, is rooted in the words of St Paul who wrote, 'The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control' (Galatians 5 v 22-23). Our core Christian values, love, joy, patience, and self-control are fostered in the pupils and staff building an ethos where all can flourish.

At Stillington and Langton Primary Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity is rooted in the core values of love, joy, patience, and self-control. These core values are fostered in the pupils and staff, building an ethos where all can flourish.

Adopted by the Governing Board: September 2026

Next Review: September 2027

Responsibility: Full Governing Board

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1. Aims

The governing board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy:

- Sets out the terms on which such allowances will be paid
- Aims to ensure a fair and consistent approach to the payment of governors' allowances and the reimbursement of expenses incurred

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. Legislation and guidance

Boards in maintained schools with a delegated budget can pay allowances or expenses to board members, in accordance with a policy or scheme created by the school and approved by the governing board. This is set out in the [governance guide for maintained schools](#).

The legislation on governors' allowances is set out in the [The School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013, part 6](#).

3. Eligible expenses

Members of the governing board may claim allowances to cover expenditure necessary to enable them to perform their duties.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs reasonably incurred because they have a special need or English as a second language
- Travel and subsistence costs:
 - Travel expenses where a governor uses their own vehicle must not exceed HMRC's approved mileage rates (see appendix 2).
 - Public transport, at a standard class rate, for the purpose of attendance at meetings of the governing board or its committees or other agreed activities
 - Car parking or bike storage, for charges that otherwise would not have been incurred
 - Meal/subsistence for meals that would not otherwise have been purchased

- Clerical expenses, such as telephone charges, photocopying or stationery, where governors are unable to use the school facilities
- Other justifiable allowances as agreed by the governing board

4. Ineligible expenses

Governors may not:

- Be paid any attendance allowance
- Be reimbursed for:
 - Any loss of earnings
 - Travel or accommodation costs for spouses, partners or family members
 - Excessive costs – for example, on travel
 - Telephone or other communication costs for business unrelated to carrying out their duties
 - Costs of training or of training materials that are unrelated to their duties (including those relating to the governor's professional or academic interests)

5. Procedure for claiming expenses

Members of the governing board may claim allowances by completing a claim form (Appendix 1) and submitting it to the Executive Headteacher of North Yorkshire Rural Schools Federation.

Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Claims will be paid termly in arrears on a case-by-case basis. Reimbursable costs should be agreed in principle by the governing board before they are incurred. The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. If a claim is found to be excessive, unreasonable or false, the governor may be required to pay back such expenses. All claims will be subject to independent audit.

6. Monitoring arrangements

This policy will be reviewed annually by the Governing Board. Any amendments will be presented at a meeting of the full governing board

North Yorkshire Rural Schools Federation

Governor Expenses Claim Form

Name:

Address:

Claim period:

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

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the Executive Headteacher (North Yorkshire Rural Schools Federation) along with any relevant receipts.

The form should be submitted within 2 weeks of the expenses being incurred.

Appendix 2: approved mileage rates

The table below shows HMRC's current approved mileage rates (2026/27) tax year, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	55p	25p
Motorcycles	24p	24p
Bikes	20p	20p

An additional 5p per mile per passenger can be claimed when carrying colleagues on qualifying journeys