



*'Love, Learn, and Grow Together'*

# Governors' Allowances and Expenses Policy 2025/2026

*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 Community Primary School 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.*

*Our vision is for Langton Primary School to be an excellent school, where outstanding practice and a nurturing ethos enable every child to thrive.*

Adopted by the Governing Board: September 2025

Next Review: September 2026

Responsibility: Full Governing Board

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### 1. Aims

The role of a school governor is a voluntary one. If agreed by the board, governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the governing board and its committees, undertaking governor development, and otherwise acting on behalf of the Governing Board.

The governing board of North Yorkshire Rural Schools Federation believes that offering expenses for governors is an appropriate use of school funding, as it helps to ensure equality of opportunity for those wishing to serve as a governor. By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

North Yorkshire Rural Schools Federation 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.

### 2. Legislation and guidance

The DfE Maintained Schools Governance Guide (section 4.11.1) says that boards in maintained schools with a delegated budget can choose whether or not to pay allowances to board members. Where they choose to do so, it must be in accordance with a policy or scheme.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6 gives maintained schools with a delegated budget, the discretion to pay governors for certain expenses that they incur in carrying out their duties.

### 3. Overview

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

This does not include an attendance allowance, or payment to cover loss of earnings.

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.

Members of the governing board may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language
- Travel and subsistence costs
- Telephone charges, photocopying, postage or stationery
- Other justifiable allowances

Claims will be paid 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. All claims will be subject to independent audit.

Travel expenses where a governor uses their own vehicle must not exceed HMRC's approved mileage rates (see appendix 2).

#### **4. Policy 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.

## Appendix 1: Governor Expenses Claim Form

# 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)	
<b>Total expenses claimed</b>	

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 (April 2025)

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p