

*Learning, to make a difference, in
God's world*

Pilgrims' Cross CE Aided Primary School



Governors' Allowances Policy 2025-2026

Reviewed By	Finance Officer & Chair of Governors	Authorised By	FGB
Last Review	Feb 2026	Review Cycle	Annually

PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL Governors' Allowances Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	February 2026	JC	FGB	Added reference to Governor Hub for electronic viewing

This policy statement has been developed in accordance with the [Education \(Governors' Allowances\) Regulations 2013](#). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they may incur in carrying out their duties. Pilgrims' Cross CE Aided Primary School Governing Body, believes that paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors (including associate or co-opted members and the Clerk) of Pilgrims' Cross CE Aided Primary School will be entitled to claim actual costs incurred as follows:

1. Governors will be able to claim allowances, providing they are incurred in carrying out their duties as a Governor or representative of Pilgrims' Cross CE Aided Primary School, and are agreed by the Leadership, Management and Community Committee/Full Governing Body that they are justified. This should be before any reimbursable costs are incurred.
2. Governors will be able to claim for the following:
 - The cost of travel relating only to travel to meetings (except the Clerk) /training courses at a rate equivalent to the reimbursement rate for school personnel. This rate is currently set at 45 pence per mile up to 10,000 miles and 25p thereafter and is linked to the Local Authority rate as approved by HMRC.
 - Claims for mileage should be made from home/work/school, whichever is the shortest.
 - Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail or economy ferry

travel. Where it is not possible to use public transport, the actual cost of a taxi fare will be reimbursed. Receipts will be required and must contain a VAT number.

3. Extra costs incurred in performing their duties either because they have additional needs or because English is not their first language.
4. Any other justifiable allowances. These may include:
 - **Child care or babysitting**

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made whilst the governor is attending meetings of the governing body or its committees or other agreed activities, such as training events. Appropriate proof of payment should be submitted i.e. a stamped receipt. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

- **Care arrangements for an elderly or dependent relative**

Costs may be claimed for situations similar to those for child care.

- **Telephone charges, photocopying, ink, stationery, etc**

Where a governor is unable to use the school's facilities for any of the above, a claim for reimbursement may be made. Receipts must be kept where appropriate and clearly show a VAT number; in all other cases a detailed written record should be made and submitted. Governors are not recommended to print all papers and to view them electronically on Governor Hub wherever possible. These facilities can be made available within school.

Claims for subsistence allowances, i.e., for meals that would not otherwise have been purchased or car parking charges that would not otherwise have been incurred, can only be claimed by prior approval and with a valid receipt.

The Governing Body at Pilgrims' Cross CE Aided Primary School acknowledges that:

- Governors may not be paid attendance allowance.
- Governors may not be reimbursed for loss of earnings.

Governors wishing to make a claim under this policy, once prior approval has been sought, should complete a claims form (obtainable from the Headteacher/School Office), attaching receipts with a VAT number shown and

return it to the School Office within two weeks of the date when the allowances were incurred.

They will then be submitted for approval to the Chair of Governors (or Headteacher in respect of the Chair of Governors) for approval. All approved allowances will be presented at the subsequent meeting of Full Governing Body for validation and monitoring.

Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Vice Chair in respect of the Chair of Governors) if they appear excessive or inconsistent.

The FGB (via the budget setting) will agree the total amount to be allocated each year to payment of the governors' allowances and will monitor usage and compliance at their committee meetings. The Finance Officer, Vanessa Wilson, will produce an ongoing monitoring report to the Governing Body each half term and at the end of the financial year, detailing the total spent on this category.

Payment may be made from any other source of income to the school, as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed, governors would not be liable for tax.

This policy will be reviewed annually.



PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL



Governors' Allowance Claims Form

NAME:	DATE:
ADDRESS:	CLAIM DESCRIPTION:
POST CODE:	CLAIM DATE:

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

Signed:

TYPE OF CLAIM	AMOUNT
Mileage @ _____ 45p / mile	
Travel to meeting/training course	
Support for additional needs	
Support for case where English is not first language	
Other (see e.g.'s in 4) – please state	
TOTAL ALLOWANCE CLAIMED	£
Comments/details:	

Approved by:

Position:

Date:

Date claim paid: