

Governors' Allowances Policy

This policy statement 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 allowances which they incur in carrying out their duties.

Jubilee Primary and Fernbank Children's Centre 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.

Governors of Jubilee School and Fernbank Children's Centre are entitled to claim the actual costs, which they incur as follows:

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Jubilee School, and are agreed by the School Business Manager and Chair of the Resources Committee that they are justified, before any reimbursable costs are incurred.

Governors will be able to claim for the following, on a case-by-case basis and with the **prior approval**:

1. The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
2. The cost of travel relating only to travel to meetings/training courses shall be at a rate not exceeding the HMRC Authorised Mileage Rate as published from time to time and which does not exceed the specified rates for school personnel;
3. Travel and subsistence costs, associated with attending national meetings or training events, unless these costs can be claimed from the LEA or any other source;
4. Telephone charges, photocopying, stationery, postage etc;
5. Any other justifiable allowances.

The Governing Body at Jubilee acknowledges that:

- Governors may not be paid attendance allowance;
- Governors may not be reimbursed for loss of earnings;
- Governors wishing to make claims under these arrangements, once *prior approval has been sought*, should email the school Business Manager, attaching receipts where possible, and return it to the School within two weeks of the date when the allowances were incurred, when they will be submitted for approval to the Head Teacher for final approval.
- Claims will be subject to independent audit and may be investigated by the Chair of Governors (or Chair of the Resources Committee in respect of the Chair of Governors) if they appear excessive or inconsistent.

This policy will be reviewed annually.

Last review May 2026

Appendix I

Jubilee Governor Claims Form

Name of Governor:

Address:

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

Date on Receipt	Details of Claim	Retailer	Net Amount	VAT	TOTAL

Signature of claimant:

Signature of approval:

Name of person approving:

Date:

**Please provide details of the account to which
reimbursement should be paid**

Name of account

Sort code

Account number

This form should be submitted to: The School Business Manger

Appendix 2

The following issues were considered in drawing up this policy:

- The possible items that members of the governing body may be able to make a claim for. E.g. travel expenses, postage and phone calls.
- Considerations of whether to set an annual budget limit for the allowances fund.
- Consideration of what mechanisms Jubilee will adopt for making and verifying claims.
- That all policies should be reviewed regularly leading to considerations about the review interval required for this policy.
- That we may also need to review the amount individuals can claim.
- To ensure that all new members of the governing body are provided with a copy of the policy and any relevant claim forms.