


JFS Policies – Governor Allowances – September 2024

Headteacher	Chair of Governing Board
	
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1. Introduction

JFS School recognises the significant role that school governors play in the strategic leadership and management of the school. In accordance with Part 6 of the **School Governance (Roles, Procedures and Allowances) (England) Regulations 2013**, this policy outlines the arrangements for reimbursing governors for expenses they incur while carrying out their duties.

2. Purpose

The purpose of this policy is to:

- Ensure that governors are not financially disadvantaged when performing their governance duties.
- Provide clarity on the types of expenses that can be claimed by governors.
- Outline the procedure for making claims.

3. Legal Framework

This policy is based on Part 6 of the **School Governance Regulations 2013**, which allows schools to pay governors reasonable out-of-pocket expenses incurred during the course of their duties. It does not allow for payment for attendance at meetings or loss of earnings.

4. Eligibility for Allowances

Governors can claim allowances to cover costs incurred as a result of carrying out their governance duties. This includes attending:

- Full governing body meetings.
- Committee meetings.
- Training sessions.
- Other activities related to governance work (e.g., school visits).

5. Allowable Expenses

Governors can claim for the following types of expenses:

- **Travel Expenses:** Mileage at the HMRC approved rate for travel to and from meetings or training sessions. Public transport fares, taxi fares (in exceptional circumstances), and parking costs can also be claimed.
- **Childcare/Dependent Care Costs:** Reimbursement for the cost of care for children or dependents while the governor is attending meetings or training.
- **Support for Governors with Special Needs:** Costs associated with supporting a governor who has special needs (e.g., costs of a signer, hearing loop, or other aids).
- **Support for Governors Whose First Language is Not English:** Costs incurred for translation or interpretation services to enable the governor to participate in meetings.

- **Clerical Expenses:** Reimbursement for postage, stationery, printing, or telephone charges incurred as part of governance work.
- **Other Approved Expenses:** Any other costs that have been approved by the governing body in advance.

6. Procedure for Making Claims

- Governors wishing to claim expenses must submit a completed claim form, along with relevant receipts or documentation, to the School Business Manager.
- Claims should be submitted within one month of the expense being incurred.
- Claims will be approved by the Chair of Governors (or Vice Chair if the claim is made by the Chair) and processed by the School Business Manager.
- Payments will be made directly into the governor's bank account through BACS.

7. Monitoring and Review

- All claims will be subject to scrutiny to ensure they are reasonable and within the scope of this policy.
- The total amount of governor allowances claimed in each financial year will be reported to the full governing body as part of the school's financial monitoring.
- This policy will be reviewed every three years, or sooner if there are changes to relevant legislation or guidance.