


## JFS Policies – Governor Allowances – March 2025

Headteacher	Chair of Governing Board
	
Dr David Moody	Mr Mark Hurst

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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.