



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Governors' allowances and schemes for paying

Policy Statement and Guidelines

Policy Date: Spring 2026

Review Date: Spring 2028

Governors' allowances and schemes for paying

Introduction

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 apply to all maintained schools and came into force on 1 September 2013. The regulations make provision for allowances to be paid to Governors or Associate members for out-of-pocket expenses incurred in the context of carrying out their duties. The Governing Body is committed to ensuring that all Governors, including those with special educational needs, disabilities, or language barriers, are supported to participate fully in governance activities. Consideration will be given to reasonable adjustments and additional support, such as provision of equipment or interpretation services, where appropriate.

Any claim for expenses has to be met from the school's delegated budget.

Paying Allowances

Examples of when a claim may be made for incurred expenses are given below, but it is for each Governing Body to take account of its individual needs and determine the basis on which a claim can be made and the criteria to be followed. Governing bodies may, for example, wish to consider the inclusion of other criteria such as reimbursement for the provision of equipment and/or support for Governors with Special Needs or where an individual's first language is not English.

Child Care or Babysitting

Claims for the actual cost of reimbursement to a registered child-minder or babysitter may be made while the Governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events. Governors can also opt to put their children in Kidzplay between 3pm and 5pm. Claims for childcare or babysitting must be supported by receipts and carers must be registered with an appropriate regulatory body. Reimbursement will not be made if care is provided by a spouse, partner, or other responsible adult living in the household.

Care arrangements for an elderly or dependant relative

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

Telephone charges, photocopying, stationery, etc.

Governors are encouraged to make use of school facilities for communication and resources. Claims for telephone, photocopying, and stationery expenses should be

reasonable and supported by receipts where possible. The Governing Body may set limits on reimbursement amounts to ensure budgetary control.

Travel and subsistence

Mileage and parking claims must be submitted directly to Southampton City Council, as these cannot be reimbursed via the school. Subsistence claims require receipts and should only cover additional costs incurred due to governance activities. The Governing Body reserves the right to review claims to ensure compliance with policy

Mileage may be claimed for the purpose of attendance at meetings of the Governing Body or its committees or other agreed activities. Claims will be reimbursed at the rate of 45p per mile (this must not exceed the maximum level of the rates published by the Inland Revenue for travel and subsistence).

Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel. Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.

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, will be reimbursed upon the production of a receipt.

Reimbursement of mileage/parking cannot be reimbursed via the school and would therefore have to be submitted to Southampton City Council.

Making a claim

Claims should be submitted within one month of the expenses being incurred, preferably on a termly basis unless the amount is substantial. All supporting documentation must be retained for at least two years to comply with audit requirements.

Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be authorised by the Chair of Governors and Executive Headteacher and submitted to HR for payment.

Policy Review

This policy will be reviewed at least annually and communicated to all Governors and Associate members. Any changes will be promptly shared to ensure ongoing understanding and compliance.