



Bilton CofE Junior School
Bilton Infant School
Bawnmore Community Infant School



BILTON COMMUNITY FEDERATION GOVERNORS' ALLOWANCES POLICY

Statement of intent

At Bilton Community Federation, we are dedicated to good practice and ensuring equality through school processes.

The [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) (as amended) allow governing boards of maintained schools, who have a delegated budget, to decide whether they wish to reimburse governors, and associate members appointed by the governing board, for any expenses, e.g., travel and childcare costs, they have incurred when serving on the board.

This policy is written with the aim of ensuring all governors receive reimbursements for any expenses where the federation has benefitted from the individual attending in their duty.

The federation believes that including reimbursed payment for governors is important in ensuring equality for all governing members of our community and is, therefore, an appropriate use of our annual budget.

Document approved by	Finance and Resources Committee
Date approved	24th October 2024
Date of next review	October 2027

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended)
- DfE Governance Guides

Roles and responsibilities

The chair of governors and executive headteacher will be responsible for authorising reimbursements in line with the conditions outlined in this policy and with due regard for all relevant statutory guidance.

Governors will be responsible for:

- Only making claims for reimbursements in line with the conditions outlined in this policy.
- Following the procedure outlined in this policy when making a reimbursement claim.

Governors' allowances

Under The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended), schools may decide to reimburse governors, and associate members appointed by the governing board, to cover costs for evidenced expenses paid whilst fulfilling their roles. There are, however, restrictions on the circumstances under which governors can claim from the federation. Governors must not claim for any reimbursement for loss of earnings due to attendance at meetings, or a payment allowance for attendance.

The circumstances in which governors may make a claim will be agreed by the chair of governors in advance but must only be for expenditure necessarily incurred to enable the person to perform any governance duty. Reimbursements will be authorised by the executive headteacher or chair of governors following submission of a claim form evidenced with receipts. Any payments to governors will only be authorised if the chair of governors has deemed the circumstances to be beneficial to the federation and relevant to their role on the board.

Any car travel expenses will be returned at a rate not exceeding the HMRC approved mileage rates. Other approved expenses will only be granted upon provision of a receipt, and for only the amount shown on the receipt.

Expenses eligible for reimbursement

Governors will be able to claim expenses in the following instances, on a case-by-case basis and with prior approval from the chair of governors:

Travel (*no subsistence will be considered*)

- Claims for expenses may be made for travel between the governor's household and the schools, which will not exceed the annual level of mileage rates published by [HMRC](#)
- The nature of the visit must be specific to their role on the board, e.g., governors' meetings, training courses, etc.

- Payments will be reimbursed for use of public transport, upon production of a valid receipt.
- The costs of parking for pre-agreed governor business away from the school, where necessary, will be refunded only upon production of a valid, dated receipt.

Childcare

- In cases where a governor does not have a spouse or family member to care for a child when the governor must attend meetings relating to the work of the governing board, pre-agreed expenses will be returned for the cost of childcare or a babysitter, up to a maximum of £30 per meeting.
- Governors will be expected to use the schools' childcare facilities if places are available; these will be provided free of charge while a governor is undertaking their duties.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governing duties.

Specific needs

- Governors may claim allowances for expenses relating to specific needs, incurred when carrying out approved duties.
- The circumstances in which governors can claim expenses for specific needs may include audio equipment or support from a signer, braille transcription, etc.

Telephone charges, photocopying, stationery, etc.

- Claims for reimbursements can be made where a governor is unable to use the schools' facilities for any of the above.
- Allowances will be returned upon production of a dated, valid receipt, where appropriate. In all other cases, a full written report must be submitted.

This list is not exhaustive, and the federation may decide to reimburse in other instances; however, this must be agreed in advance by the chair of governors.

No claims will be considered for remote attendance at meetings or free online training.

Procedure for claiming expenses

Governors should claim expenses on a termly basis unless the amount to be claimed is substantial and/or urgent. Claims will be made using an agreed claim form and submitted to the FBM. The chair of governors will be asked to confirm they have agreed this.

Claims will not be reimbursed unless authorised by the chair of governors. All claims will be subject to independent audit. If claims are frequent or excessive, the chair of governors may refuse requests.

Claims can be made using the form in Appendix A

Monitoring and review

This policy is reviewed every three years annually by the governing board and the headteacher. The scheduled review date for this policy is October 2027.

Appendix A – Governors’ Allowances Claim Form

This claim form consists of two sections. Section two must only be completed when payment has been made to another party, e.g., child carer.

Section one

Name of governor		Date
Date of expenditure	Details of expenditure	Claim
Total claim		£

To be completed once authorisation of the claim has been approved.

I certify that the above expenses are actual and necessary and confirm that the payment has been received.

Signature of governor		Date
Signature of Executive Headteacher		Date
Reimbursed by (name)		Date

Section two

Duty of service	
Name	
Amount received (£)	
Signature	
Date	