



**Federation of Shepherdswell CE  
and Eythorne Elvington  
Community Primary Schools**



# Governors' Allowances Policy

**FGB Meeting: 11.02.2026  
Review due: 10.02.2027**

**Reviewed: Annually**

**THE FEDERATION OF SHEPHERDSWELL CE AND EYTHORNE  
ELVINGTON COMMUNITY, PRIMARY SCHOOLS**

**Governors' Allowances Policy**

This policy statement has been developed in accordance with the Education (Governors' Allowances) 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.

The federation governing body believes that governors, as volunteers, will not claim expenses however 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.

1. Governors will be able to claim allowances provided the allowances are incurred in carrying out their duties, as a governor or representative of the federation, and are agreed by the chair of governors or headteacher that they are justified before any reimbursable costs are incurred.
2. Governors will be able to claim for the following, on a case-by-case basis and with the prior approval:
  - The extra costs they incur for childcare or babysitting (excluding payments to a current/former spouse or partner) or the cost of attendance at a before/after school provision in which they do not regularly attend
  - The extra costs they incur for care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner)
  - The extra costs they incur in performing their duties either because they have special needs or because English is not their first language
  - The cost of travel relating only to travel to meetings/training courses at the current rate, that ensuring it does not exceed the specified rates for school personnel
  - Travel and subsistence costs, payable at the current rates specified by the HM Revenue & Customs Authorised Mileage Rates, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source
  - Telephone charges, photocopying, stationery, postage etc.
  - Any other justifiable allowances

**The Governing Body acknowledges that:**

- Governors will not be paid attendance allowance;
- Governors will not be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (Appendix 1 and obtainable from the school

office), attaching receipts where possible, and return it to the school within two weeks of the date when the allowances were incurred. They will be submitted for approval by the chair of governors or headteacher and then presented to the FGB (which meets at least once per term) for final approval.

Claims will be subject to independent audit and may be investigated by the chair of governors (or headteacher in respect of the chair of governors) if they appear excessive or inconsistent.

### **Equality of Opportunities Statement**

All policies are screened to ensure that The Federation of Shepherdswell Church of England and Eythorne Elvington Community, Primary Schools gives 'due consideration' to equality of opportunity for all, irrespective of race, gender and disability.

Appendix 1 Claims form

**Appendix 1**

The Federation of Shepherdswell CE and Eythorne Elvington Community Primary Schools

**Governors Claims Form**

<b>Name:</b>	<b>Name of School:</b>
<b>Address</b>	<b>Date:</b>
<b>Post Code</b>	<b>Claim Period:</b>

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

Signed.....

	£	p
Child care/Babysitting expenses		
Care arrangements for an elderly or dependent relatives		
Support for governors with special needs		
Support for governors whose first language is not English		
Travel to meetings/training courses		
Travel/subsistence to national meetings or training events		
Telephone Charges		
Postage		
Photocopying		
Stationery		
Other (please specify)		
<b>TOTAL EXPENSES CLAIMED</b>		

This form should be submitted to the school office.