



Anstey Junior School

Governor Allowance Policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
September 2026	FGB	September 2027	Yes	Yes

Headteacher: Mrs Emma Humphrey

The governing body plays a key role in the leadership and management of the school. Anstey Junior School values governors' contribution and the fact that governors give their time voluntarily. Individual governors should not be deterred from playing their full part because of incidental costs.

Anstey Junior School Governing Body believes that paying governor' 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.

Regulations on governors' allowances

On September 1st 2013, the Education (Governors' Allowances) (England) Regulations 2003 and the School Governance (Procedures) (England) Regulations 2003 were replaced by the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Part 6 of the new regulations provide the legal framework for governing bodies to pay expenses to their governors. The only change is that there is no longer a stipulation that different arrangements cannot be made for associate members or different categories of governor (i.e. *There is no longer a requirement for governors and associate members to be treated in the same way*)

It explains that it is up to each governing body to decide whether to pay allowances, and that reimbursement should reflect actual costs incurred. It also says that allowances 'will be paid on provision of a receipt for the relevant amount'.

The regulations also state that allowance payments are made:

... in respect of expenditure necessarily incurred for the purpose of enabling the governor or associate member to perform any duty. The regulations add that reimbursement for travel costs incurred through the use of private vehicles must not exceed the mileage and fuel allowance rates stipulated by HM Revenue and Customs. These change annually and as such the policy will need to be reviewed annually to reflect this.

The current approved mileage rates for cars and vans is 45p per mile for the first 10,000 business miles in the tax year. Anything over 10,000 miles is reimbursed at 25p per mile. There is an allowance of 5p per passenger per business mile for carrying employees who are also travelling for work purposes.

From the date of appointment, all governors of Anstey Junior School will be entitled to claim the actual costs, which they incur as follows:

1 – Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Anstey junior School, and are agreed by the Finance Committee that they are justified before any reimbursement costs are incurred.

2 – Governors will be able to claim for the following, on a case by case basis and with the prior approval of the Governing Body:

- Childcare or baby-sitting allowances (excluding payments to a current/former spouse or partner)
- Cost of care arrangements for an elderly or dependant 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 a rate which does not exceed the specific rates for school personnel
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the Local Authority or any other source
- Telephone charges, photocopying, stationery, postage etc
- Any other justifiable allowances

The Governing Body at Anstey Junior School acknowledges that:

- Governors may not be paid attendance allowances
- Governors may not be reimbursed for loss of earnings

Governors wishing to make claims under these arrangements should, once prior approval has been sought, complete a claims form (obtainable from the school office), attaching receipts where possible. These should be returned to school within two weeks of the date when the allowances were incurred, when they will be submitted for approval by the Chair of Governors or Chair of the Finance Committee.

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

A copy of the claims form is attached at Appendix A

Appendix A: ANSTEY JUNIOR SCHOOL GOVERNOR EXPENSES

Please note that prior approval for these expenses must be obtained before any reimbursement can be made.

Name	
Address	
Post Code	
Claim Period	
I claim the total sum of £.....for governor expenses as detailed below. I have attached the relevant receipts to support my claim.	

Signed	Date
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DETAILS OF EXPENSES	AMOUNT CLAIMED
Childcare/babysitting expenses	
Care arrangements for an elderly or dependant relative	
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)	
TOTAL EXPENSES CLAIMED	

Please complete and return to the School Office