Governor Expenses Policy

Date Plan Agreed by the Full Governing Body

Monday 5th October 2026

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Statement of intent

At **Throston Primary School**, we are dedicated to good practice and ensuring equality through school processes.

The governance of schools in England is deeply rooted in the principle of voluntary service. We believe that no governor should be out-of-pocket in respect to carrying out their duties on behalf of the school and, therefore, that the payments of expenses for governors are important in ensuring equality for all members of the school community.

We encourage all governors to submit claims for reasonable expenses incurred whilst carrying out their duties.

1. Legal framework

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

- The Charities Act 2022
- The Governor Act 2000
- The Charity Commission 'Governor expenses and payments'
- ESFA 'School Trust Handbook 2023'

This policy operates in conjunction with the following school policies:

- Conflicts of Interest Policy

2. Expenses governors can claim for

For the purpose of this policy, **"expenses"** are refunds paid to governors to cover the costs incurred whilst fulfilling their governance duties for the school. Allowances of properly incurred expenses are not a payment to governors for their services, nor do they count towards any kind of personal benefit.

In line with this policy, payments will only be made for expenditure necessarily incurred to enable the person to perform any governance duty.

Expenses will be paid on provision of a receipt, at the rate set out in the scheme, and will be limited to the amount shown on the receipt.

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

Travel

- Claims for expenses may be made for travel between the governor's household and the school in their personal car, at the level of mileage rates published by HMRC.
- The nature of the travel must be related to the work of the board of governors, e.g. governor meetings, training courses.
- Payments will be reimbursed for use of public transport or taxis, upon production of a valid receipt.

- The costs of parking for business away from the schoolthe, where necessary, will be returned upon production of a valid receipt.

Hospitality

- Claims for expenses may be made for the costs of meals taken whilst undertaking their governor duties and upon production of a valid receipt.
- The costs for reasonable overnight accommodation and subsistence while attending governor meetings or conferences will be reimbursed, only when the proposed claim has been agreed by the board of governors in advance.

Childcare

- In cases where a governor does not have a spouse or family member to care for a child/children when the governor must attend meetings relating to the work of the board of governors, expenses will be returned for the cost of childcare or a babysitter.
- Allowances will also be reimbursed for the cost of care for elderly or dependant relatives where the governor must be absent due to their governor duties.

Specific needs

- Governors may claim allowances for expenses relating to specific needs incurred when carrying out approved duties. This may include expenses related to taxi fares, special transport for individuals with disabilities, audio equipment, support from a signer, braille transcription etc.

Telephone charges, broadband, photocopying, stationery, etc

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

Reimbursement for loss of earnings:

Governors will be able to claim expenses for loss of earnings if there is suitable authority to do so and it would be of an advantage to the school.

The board of governors will consider this type of payment to be viable where the governor:

- Brings particular skills or perspectives which are valuable.
- Cannot afford to serve as a governor as their employer does not pay them for their time spent undertaking their duties for the school.
- Is self-employed, and carrying out their governor duties would cause them to suffer financially.

If the payment is approved, the Charity Commission will normally impose a condition that the reimbursement is no more than:

- The amount which could be regarded as reasonable payment for the work undertaken; **or**
- The amount lost by the governor, whichever is lower.

This list is not exhaustive and the board of governors may decide to reimburse in other instances; however, this will be discussed by the board of governors prior to any repayment of expenses.

3. Payments which do not count as expenses

Governors will not be able to receive allowances for the following:

- Payments for hotel accommodation or travel costs for spouses or partners who are not participating in the business of the school
- Payments for private telephone bills for business unrelated to the school
- Payments for private medical insurance
- Petrol mileage rates above the mileage rates published by HMRC
- Parking fines

This list is not exhaustive and the board of governors may decide to reject other requests for expenses which are excessive, false or unreasonable.

Any governor that attempts to claim expenses which are excessive or which do not relate to legitimate governor activities, as outlined above, may be liable to removal from the board of governors and, if the expense has already been reimbursed, may be liable to repay the school for the amount paid.

4. How expenses are paid

Governors will claim expenses on a **termly** basis unless the amount to be claimed is substantial and/or urgent.

Claims will be made using a claim form, and submitted to the school business manager.

An example of the Claim Form which will be used by the governor can be found in the appendices.

Claims will not be reimbursed unless authorised by the school business manager.

All claims will be subject to independent audit. If claims appear to be too frequent or excessive, the board of governors may ask for further details.

The board of governors will account for all expenses in the school trust's accounts and disclose the following information:

- The total amount of governor expenses
- The nature of the various expenses
- The number of governors involved

5. Governor payments

The school recognises that, with mutual agreement, there may be circumstances where governors provide additional goods or services over and above their normal governor duties.

Governor payments will be paid from the school's funds in return for the work the governor has carried out on behalf of the board of governors.

Duty of Care

When exercising the statutory duty of care requirement to decide whether a payment to a governor is viable, the board of governors will fulfil its requirements to:

- Act honestly, in good faith and exercise all reasonable care and skill in reaching their decision.
- Exercise the power responsibly in the best interests of the school.
- Seek professional advice when in doubt.

- Be clear that the payment of a governor can be justified.
- Ensure that conflicts of interest are properly and openly managed in accordance with the school trust's Conflicts of Interest Policy.
- Ensure that agreements are complied with and that any poor performance is identified and addressed.
- Retain the agreement.
- Disclose the payments in the school's accounts.

6. Monitoring and review

The governing body will review this policy on an **annual** basis and will make any changes necessary.

All governors are required to familiarise themselves with this policy upon their appointment to the board of governors.

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 cash/cheque has been received.

Signature of governor		**Date:**
Signature of school business manager		**Date:**

Reimbursed by (name)		**Date:**

Section two

Duty of service, e.g. childcare	
Name of provider	
Amount received (£)	
Signature	