



ST JAMES PRIMARY

CHURCH OF ENGLAND (AIDED)

Governors' Expenses and Allowances Policy

Policy Schedule	
Written	Summer 2026
Agreed by Staff	N/A
Ratified by Governing Body	17.07.2026
Next Review	Summer 2029

GOVERNOR EXPENSES & ALLOWANCES

Introduction

St James Primary's Governing Body values its members, who voluntarily commit their time and expertise to developing our school and ensuring we achieve our aims. We believe that all eligible members of the community who wish to stand as governors should be able to do so without being penalised financially. All governors and associate members are eligible to claim expenses in accordance with this policy.

Principles

Governors are one of the largest groups of volunteers in the country and cannot be paid for any potential or actual loss of earnings or their time. The School Governance (Roles, Procedures and Allowances (England)) Regulations 2013 do, however, give Governing Bodies the discretion to pay allowances to governors from the school's budget for certain expenditures which they have necessarily incurred in carrying out their duties, undertaking governor development and otherwise acting on behalf of the Governing Body. We expect governors to minimise their expenses by considering the most cost-effective options, for example, by car-sharing where possible.

Eligible Expenses and Allowances

Categories of eligible expenditure are as follows:

- Care arrangements:
 - Childcare or baby-sitting expenses, where not provided by another member of the household;
 - Care arrangements for an elderly or dependent relative, where not provided by another member of the household;
- The extra costs they incur in performing their duties either because they have special needs or because English is not their first language;
- Telephone calls and postage;
- Travel;
- Subsistence;
- Stationery and photocopying.

Expenses and Allowance Rates

Rates at which allowances are payable are as follows:

- **Care Arrangements**
Actual costs incurred, up to a maximum of £10.00 per hour.
- **Telephone Calls and Postage**
Actual costs incurred.
- **Travel Rates**
 - *For private transport*, Reimbursement will be at the HMRC permitted rate in force at the time of incurring the cost. It will be calculated according to the shortest route to and from the required destination.
 - *For public transport*, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi, the rate shall be limited to a maximum of £30.00 per journey.
- **Subsistence**
If additional expenses are incurred because work as a governor requires taking meals (i.e. breakfast, lunch or dinner) away from our school area, reimbursement will be made for the food/drink items bought on the day claimed.

Criteria for Claims

All claims must be submitted to the Chairman of Governors or to the Honorary Treasurer, which will then be passed to the School Business Manager for payment on a form available from the school office. Claims must be made within one month of the expenditure being incurred (except for telephone calls). Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

Financial Systems

The school's normal systems for authorising and processing payments will apply to claims made under this scheme.

Review

The Governing Body will review this policy according to its agreed review cycle.

July 2026