



respect resilience responsibility

Governors Expenses Policy

Date: September 2025

Review Date: September 2026

Aims

The Governing Body will pay reasonable allowances from the school's delegated budget to cover any costs that governors incur through carrying out their duties.

This policy sets out the terms on which such allowances will be paid.

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

1. Legislation and guidance

The DfE has published **2 new governance guides** to replace the Governance Handbook; Maintained Schools Governance Guide and Academy Trusts Governance Guide. A link to the relevant guide for Woodlands is below.

<https://www.gov.uk/guidance/governance-in-maintained-schools>

2. Overview

Members of the Governing Body may claim allowances to cover expenditure necessary to enable them to perform their duties.

This does not include an attendance allowance, or payment to cover loss of earnings.

Members of the Governing Body may claim allowances by completing a claim form (see appendix 1) and submitting it to the Clerk to Governors for approval by the Headteacher.

Allowances will only be paid on the provision of a receipt, and will be limited to the amount shown on the receipt.

Members of the Governing Body may claim for:

- Childcare
- Care for elderly or dependent relatives
- Extra costs incurred because they have a special need or English as a second language Travel and subsistence costs
- Other justifiable allowances

In addition, the Chair and Vice-Chair may claim for;

- Telephone charge, internet charge, photocopying, postage, stationery, etc.
- Claims will be paid in arrears on a case-by-case basis. 'Other' reimbursable costs should be agreed in principle by the Headteacher **before** they are incurred.
- The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent.
- Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates (see appendix 2).

Claims will be subject to independent audit and may be investigated by the Chair of Governors if they appear excessive or inconsistent.

Appendix 1

Governor Claim Form

Governor Claim Form

Name: _____

Address: _____

Claim period: _____

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

Signed: _____

Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	

Appendix 2

Approved Mileage Rates

The table below shows HMRC's current approved mileage rates, which are published on [the HMRC website](#).

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p