

Sir Roger Manwood's School



Governor Allowances Policy

Date of Approval: October 2025

Next Review: October 2026

Sir Roger Manwood's School's Governing Body has developed this policy in accordance with the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended). These regulations make provision for allowances to be paid for any expenditure 'necessarily incurred by that person for the purpose of enabling him to perform any duty as a governor'.

The Governing Body has developed this policy in accordance with the provisions of the Academies Financial Handbook 2025 and the School's Articles of Association. Governors should ensure that they are aware of the Charity Commission's guidance for trustees CC11: Trustee expenses and payments.

All expenses claims submitted by governors must be met from the school's delegated budget. Payment can be made from any other source of income to the School (eg private funds) as long as the person providing those funds is made aware that they might be used for that purpose.

1. Eligible Allowances

In all circumstances surrounding claiming costs, **appropriate proof of payment must be provided**. Governors are entitled to claim the actual costs for the following on a case-by-case basis:

- The extra costs that they incur in performing their duties, either because they have additional needs or because English is not their first language.
- Childcare or babysitting while the governor is attending meetings of the Governing Body, one of its committees, or other agreed activities such as training events. This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives at home to care for his or her child(ren).
- Care arrangements for an elderly or dependent relative. Costs claimed in this situation would be done in the same way as is arranged for childcare.
- There may be cases where telephone charges, photocopying or stationery charges are incurred where the governor is unable to use the school's facilities to carry out their duties. Receipted accounts or at the least detailed written records should be made and submitted.
- Travel claims may be made where governors are required to travel to meetings of the governing body, or meetings of its committees, or other agreed activities. Mileage may be claimed for distances exceeding one mile each way at a rate not exceeding Her Majesty's Revenue and Customs' Approved Mileage Rate, as published from time to time. Where public transport is used the actual cost of expenditure will be reimbursed, as will the cost of a taxi where public transport is not available. Car parking charges may also be reimbursed upon production of a receipt. Receipts must be provided for claims.
- Subsistence allowances, such as for meals that would otherwise not have been purchased up to a maximum amount of £5 per meal.

The list above is not exhaustive and there may be a need for alternative claims in certain individual circumstances. Any claims for other allowances should be submitted for consideration by the Chair of Governors in advance of the costs being incurred where this is practicable.

Governors will not:

- be paid an attendance allowance
- be reimbursed for loss of earnings.

2. Making a claim

Governors who wish to make a claim must fill out an expense claims form, which can be obtained from the Clerk to the Governing Body. Receipts must be attached where available and claims must be made within two weeks of the expense being incurred. The Chair of Governors will approve claims and claims forms should be addressed to them.

Claims will be investigated by the Chair of the Audit and Risk Committee if they appear excessive or inconsistent. Action may be taken against any governor who submits misleading claims.

3. Review

This policy shall be reviewed annually by the Audit & Risk Committee to ensure that it remains relevant and consistent with current regulations and guidance.

October 2025