The Mulberry Primary School

○ Learning and Achieving Together ○

Governor Allowances and Expenses Policy

2025

Policy Status	***Statutory***
Policy Originator	***Haringey***
Creation Date	***2014***
Adopted by Full Governing Body	***December 2025***
Last Review Date	***November 2025***
Next Review Date	***November 2026***

The Mulberry Primary School
Governor Allowances and Expenses Policy

Scope and Applicability

The School Governance (Roles, Procedures and Allowances (England) Regulations 2013 applies to all maintained schools. The regulations make provision for allowances to be paid for certain out of pocket expenditure necessarily incurred by individual governors or associate members when carrying out their duties as a school governor.

The Governing Body acknowledges that governors cannot be paid an attendance allowance (i.e. payment for attending meetings), or for loss of earnings.

Any claim for expenses has to be met from the school's delegated budget. Payment may be made from any other source of income to the school as long as the person providing those funds is made aware that they might be used for that purpose. Providing that only actual expenditure is reimbursed Governors would not be liable for tax.

The Governing Body of The Mulberry Primary School believes that this would be an appropriate use of school funds as it would help to ensure equality of opportunity to serve as Governors to all members of the community.

This policy applies equally to all categories of Governor.

Types of allowable expenses

Examples of where a claim may be made for incurred expenses include the following:

Child care or babysitting

- Claims for the actual cost of reimbursement to a child-minder or babysitter may be made whilst the governor is attending meetings of the Governing Body or its committees or other agreed activities, such as training events.
- Appropriate proof of payment should be submitted
- This excludes situations where the individual has a spouse, partner or other responsible adult who normally lives in the family home to care for his/her child(ren).

Care arrangements for an elderly or dependent relative

- Costs may be claimed for situations similar to those for child care.

Telephone charges, photocopying, stationery, etc

- Where a Governor is unable to use the school's facilities for any of the above a claim for reimbursement may be made.
- Receipts must be kept where appropriate; in all other cases a detailed written record should be made and submitted.

Travel and subsistence

- Only in the event that a Governor is travelling outside of the London Borough of Haringey on school business should a claim be made.
- Where public transport is used, the actual cost of the expenditure will be reimbursed, up to standard class rail travel.
- Where it is not possible to use public transport the actual cost of a taxi fare will be reimbursed. Receipts will be required.
- Mileage claims will be reimbursed at the level of the rates published by HM Revenue & Customs.

- Claims for subsistence allowances, i.e. for meals that would not otherwise have been purchased (up to value of £5.00) or car parking charges that would not otherwise have been incurred, will be reimbursed upon the production of a receipt.

Special Needs

- Any extra costs incurred by governors in carrying out their duties because they have special needs.

Governors with a Special Need

- Where the school or governing body does not provide facilities or equipment to enable a governor to communicate or otherwise take part in the meeting claims will be limited to reimbursing the cost of, for example of a signer, audiotapes, braille documentation, or travelling and subsistence for a person providing support, as the case may be.

Other

This list is not exhaustive and the Governing Body agrees to reimburse other justifiable expenses.

Making a claim

To minimise administrative burden for the school, Governors should claim in arrears on a termly basis unless the amount to be claimed is substantial.

Claims should be submitted on the appropriate claim form (petty cash claim form for Governors attached at end of policy) and should be authorised by either the Chair of Finance Committee or Headteacher and submitted to the school office for payment.

All claims will be reimbursed by cheque.

Since expense payments form part of the expenditure of public funds, claims will be subject to independent audit as is all school expenditure. If claims appear to be excessive or inconsistent the Chair of Governors may ask for further details.

Review

The policy and amounts payable will be reviewed on an annual basis.

EXPENSES CLAIM FORM (for Governors) PART 1

Name of Governor: ……

Note: If your claim includes payment to another person (e.g. babysitter) then you must get them to complete the information in Part 2 or your claim may be rejected.

Date	Details of expenditure	Claim £
Total		

I certify that I have actually and necessarily incurred the expenses claimed for above and confirm that CASH has been received.

Signature (Governor): …….. Date: …….

Headteacher/ Chair of Finance Committee …….. Date:

Reimbursed by: …….. Date: …….

FOR OFFICE USE ONLY

Cost Centre: Ledger Code:

EXPENSES CLAIM FORM (for Governors) PART 2

Part 2 only to be completed when payment is made to another person

Amount received £……

Name (in block capitals) …….

Signature ……

Date ……