



Governors Reimbursement of Expenses Policy

Approved by Governing Body on:	9 th July 2026
Date of next review:	July 2027
Review cycle	Annual
Policy owner:	Headteacher
Location of policy	School website
Policy control record updated by Clerk to Governors	Yes
Date of last amendments	May 2026

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 enable the Governing Body to make payments (from the main school budget) to Governors when they incur expenses in carrying out their duties.

The Governing Body is committed to ensuring equality of participation for all Governors. Governors cannot be paid attendance allowances for any loss of earnings. All Governors are entitled to claim for the following expenses on a case-by-case basis but only with prior approval of the Governing Body at a meeting of the Full Governing Body:

- Childcare or baby-sitting expenses paid to a registered child minder or baby sitter (excluding payments to a current/former spouse or partner)
- Care arrangements for an elderly or dependent relative in order to attend training, meetings or carry out school monitoring visits. Costs may be refunded in similar circumstances to childcare.
- Extra costs incurred in performing duties due to special needs (e.g. provision of a signer, audiotapes, braille documentation or travelling).
- Costs associated for where a governor's first language is not English (e.g. translation of documents or provision of an interpreter).
- Telephone charges, photocopying costs and stationery costs may be reimbursed where the governor is unable to use the school facilities.
- The use of public transport (where available) is encouraged. For travel by train, only standard class fares will be reimbursed. Where public transport is not a practical option, and travel by private car is necessary, mileage can be claimed. The mileage allowance will be reimbursed at the prevailing rate for school staff. Where governors share transport, the driver is eligible to claim mileage expenses. Mileage may be claimed where the distance between a Governors' home and the meeting or training venue exceeds 10 miles for that part of the journey in excess of 10 miles. For the journey concerned, the distance should be the most direct route as per a recognised tool such as Google Maps. Parking charges in connection with Governor business conducted away from school may be reimbursed.

Expenses may not be claimed where they have been or will be met by the LA, Diocese, or other authority.

Reclaiming Expenses Procedure

To reduce administration, unless substantial sums are involved, Governors are asked to claim termly in arrears. Claims should be on the official expenses claim form (attached), supported by original receipts and authorised by the Chair of Governors. Any claim made by the Chair of Governors should be approved by the Vice Chair of Governors. Claims should be submitted to the School Bursar.

This policy will be reviewed by the Governing Body annually.



All Saints Infants School - Governor Expenses 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	
Telephone charges, photocopying, postage, or stationery	
Other (please specify)	
Total expenses claimed	

The form should be submitted within 30 days of the expenses being incurred.