



## **Policy: Governor Expenses**

**Date Reviewed: 02/07/2025**

**Approved by: FGB** (Full Governing Body/Pupils & Curriculum Committee/  
Finance & Premises Committee - indicate as applicable)

**Date of next review: July 2026**

## **Governors' Expenses Policy**

### **Principles of the Policy**

We believe that the Governing Body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs. Additionally, governors should not incur personal costs as a consequence of their decision to volunteer to serve as members of the governing body. It is at the discretion of individual governors as to whether they choose to claim reimbursement of expenses or not.

The legislation on governors' allowances is set out in the the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, part 6 allow schools to make schemes for paying expenses, from the school's delegated budget, to governors in respect of expenditure necessarily incurred to enable them to perform their duties as governors.

Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a Governor or representative of Dunmore Primary School, and are approved by the Finance and Premises Committee *before* they are incurred. Governors cannot be paid an attendance allowance or be reimbursed for any loss of earnings.

### **Costs Which May Be Reimbursed**

It is agreed that the following expenses could be claimed:

- childcare or babysitting allowance (excluding payments to current/former spouse or partner);
- care of a dependant relative (excluding payments to current/former spouse or partner
- support for governors whose first language is not English (e.g. translations);
- support for governors with special needs
- the cost of travel to meetings and local training courses at the appropriate local rate
- any other justifiable expense

### **Approval of Payment**

Claims will be submitted for approval (via a claims form, including relevant receipts) to the Chair of the Finance and Premises Committee within one month of the date when the expense was incurred and payment will be arranged. Claims will be subject to independent audit and may be investigated if they appear excessive or inconsistent. The expenses of the Chair of the Finance and Premises Committee will be submitted for approval to the Chair of Governors (assuming that this is not the same person, or to the Vice-Chair if so).

### **Accountability**

The total amount of governors' expenses paid during the year will be reported in the end of academic year Newsletter to Parents.

The Finance and Premises Committee will monitor and evaluate the impact of the scheme annually with reference to the attendance records of governors at meetings and to the total sum paid them.