



Governors' Allowances Policy

Our Shared Vision

Striving for excellence in everything we do

High Quality
Education for
ALL

Effective
home/school
and community
partnerships

Equality Mission Statement

We are committed to ensuring equality of educational opportunity and support for all pupils, parents, carers, staff and visitors irrespective of age, sex, race, disability, religion or belief, sexual orientation, pregnancy, gender reassignment, and socio-economic background. We aim to provide a fully inclusive school in which every person feels proud of their identity and is able to participate fully within the school community. We believe that a diverse school community is a strength which should be respected and celebrated by all those who learn, teach and visit here.

Approved by: Full Governing Body	Date:
Signature (Chair of Committee):	Signature (Headteacher):

Last reviewed on: September 2025	Next review date: September 2026
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A copy of this policy is available on the school website and signed copy is held on file.

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 3 Best Interests of the Child

The best interests of the child must be a top priority in all decisions and actions that affect the child.

Article 6 Life, Survival and Development

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 24 Health and Health Services

Every child has the right to the best possible health.

Statement of Intent

This policy statement has been developed in accordance with the Education (Governors' Allowances) Regulations 2013 (see <https://www.legislation.gov.uk/ukxi/2013/1624>). These regulations give Governing Bodies the discretion to pay allowances from the school's annual budget allocation to governors for certain allowances which they incur in carrying out their duties. Becontree School Governing Body believe that, paying governors' allowances, in specific categories as set out below, is important in ensuring equality of opportunity to serve as governors for all members of the community and so is an appropriate use of school funds. The specific items allowable reflect this objective.

All governors of Becontree Primary School will be entitled to claim allowances:

1. Providing they are incurred in carrying out their duties, as a governor or representative of Becontree Primary School, justified before any reimbursable costs are incurred.
2. With the prior approval of the Governing Body

Allowances can be claimed in the following areas:

- Childcare or baby sitting (excluding payments to a current/former spouse or partner);
- Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner);
- The extra costs a governor incurs in performing their duties because they have special needs;
- The cost of travel (relating only to travel to meetings/training courses) at a rate of 24p per mile which does not exceed the specified rates for school personnel;
- Travel and subsistence costs, payable at the current rates specified by the Secretary of State for the Environment, Transport and the Regions, associated with attending national meetings or training events, unless these costs can be claimed from the LA or any other source;
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

The Governing Body at Becontree Primary acknowledges that:

- Governors are not to be paid attendance allowance (for attending meetings);
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- Governors cannot be reimbursed for loss of earnings.

Governors wishing to make claims under these arrangements, once prior approval has been sought (from the Chair of Governors or FGB should the Chair be making the claim), should complete a claims form (attached), attaching receipts where possible, and return it to the Paula Thornton, the Strategic Business Lead, at the school within two weeks of the date when the expenses were incurred.

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

Governors' Allowance Claims Form

Name:	Name of School: Becontree Primary
Address:	Date:
Post Code:	Claim Period:

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

I confirm that this claim has been previously authorised and minuted by the Governing Body at the following meeting:

Meeting:

Date of meeting:

Signed

Date:

	Cost
Child care/Babysitting expenses	
Care arrangements for an elderly or dependent relative	
Support for governors with special needs	
Travel to meetings/training courses	
Travel/subsistence to national meetings or training events	
Telephone Charges	
Postage	
Photocopying	
Stationery	
Other (please specify)	
TOTAL EXPENSES CLAIMED	

This form should be submitted to Paula Thornton, the Strategic Business Lead, Becontree Primary School, Stevens Road, RM8 2QR.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Available on the DfE website at:

https://assets.publishing.service.gov.uk/media/5a7cb179ed915d63cc65c456/school_governance_regulations_2013_departmental_advice

Appendix 1

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Governors' allowances (Part 6)

30. School governors provide a voluntary service, and cannot be paid for their role as a governor. But they can receive out of pocket expenses. This may include reasonable expenses to cover travel costs or child care costs incurred as a result of fulfilling their role as governor. Where the board has a delegated budget, whether to pay allowances and what allowances might reasonably be paid are matters for the board to decide. Where a board does not have a delegated budget, allowances and expenses may be paid by the local authority at a rate determined by them.

31. Payments can only be paid for expenditure necessarily incurred to enable the person to perform any duty as a governor. This does not include payments to cover loss of earnings for attending meetings. Travel expenses must be at a rate not exceeding the HM Revenue and Customs (HMRC) approved mileage rates which are changed annually and are on HMRC website. Other expenses should be paid on provision of a receipt and be limited to the amount shown on the receipt.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

Available on the DfE website at:

https://assets.publishing.service.gov.uk/media/5a7cb179ed915d63cc65c456/school_governance_regulations_2013_departmental_advice.pdf