Garlinge and Parkside Schools and Nurseries Federation

Governor Allowances Policy

School Names	Garlinge Primary School and Nursery Parkside Community Foundation Primary School
Date ratified and adopted by Governing Board	29 September 2026
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1. Aims

Garlinge and Parkside Schools and Nurseries Federation Governing Board has decided to pay reasonable allowances from the school's delegated budget to cover any costs that board members incur through carrying out their duties.

This policy:

- Sets out the terms on which such allowances will be paid
- Aims to ensure a fair and consistent approach to the payment of governors' allowances and the reimbursement of expenses incurred

By adopting this policy, we will ensure that no member of the community is prevented from becoming a governor on the grounds of cost.

2. Legislation and guidance

The Governing Board can pay allowances or expenses to board members, in accordance with a policy or scheme created by the school and approved by the Governing Board.
The legislation on governors' allowances is set out in the The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 6. These regulations give Governing Boards 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.

3. Overview

All Governors of Garlinge and Parkside Schools and Nurseries Federation are entitled to claim the actual costs, on a case-by-case basis, with the prior approval of the Governing Board, in which they incur as follows:

- To attend Governors' meetings, Committee meetings, panel meetings and any other meeting, which as a Governor you are required to attend
- To attend monitoring visits
- To attend training or Governor Briefings provided by Governor Services, TELT and the Local Authority
- To attend conferences other than those mentioned above (which have approval)
- Other justifiable allowances not mentioned above – as agreed by the Chair of Governors
- Casual visits to the school for school events do qualify

Payments of expenses where these have been, or are already, met by the LA or any other body (e.g. Trust Board) are excluded from this policy.

4. Eligible Expenses

Allowances and expenses necessarily incurred for which a claim maybe made are defined in the following subsections:

a. **Childcare or babysitting allowances** (excluding payments to a current/former spouse or partner)

Where a Governor does not have a spouse, partner or other responsible adult to care for a child/children during a period of absence, in which that Governor attends meetings of the Governing Board, its committees or in otherwise representing the School or Governing Board; claims will be limited to reimbursing the actual cost paid to a registered childminder, a babysitter or the cost of attendance at an after-school provision in which they do not regularly attend. Appropriate proof of payment will need to be submitted.

b. Cost of care arrangements for an elderly or dependent relative (excluding payments to a current/former spouse or partner/ relative)
Costs may be refunded in similar circumstances to childcare. Claims will be limited to reimbursing the actual amount paid to a person providing the care that the Governor would have provided during the period of their absence. Appropriate proof of payment will need to be submitted.

c. Extra costs reasonably

- Governors who have a medical need or disability (and may need, for example, a signer or braille documentation. Not: wherever possible, Governors should inform the board about any reasonable adjustments they may need, as soon as possible, so that the adjustments can be put in place where possible.

- Governors who speak English as an additional language (and may need, for example, an interpreter or translated documentation.

d. Clerical expenses
Clerical expenses, such as photocopying or stationery, where governors are unable to use school facilities.

e. Travel costs

- Mileage, by the least expensive means as possible, may be claimed for the purpose of attendance at meeting of the Governing Board or its Committees or other agreed activities. Claims will be reimbursed at a rate not exceeding the HMRC approve rate Public transport, at a standard rate, for the purpose of attendance at meetings of the Governing Board or its Committees or other agreed activities
- Parking for charges that otherwise would not have been incurred

5. Ineligible Expenses

Governors/trustees may not:

- Be paid any attendance allowance
- Be reimbursed for:
  - Any loss of earnings
  - Travel or accommodation costs for spouses, partners or family members
  - Excessive costs – for example, on travel
  - Telephone or other communication costs for business unrelated to carrying out their duties
  - Costs of training or of training materials that are unrelated to their duties (including those relating to the governor/trustee's professional or academic interests)

6. Procedure for Claiming Expenses

Governors wishing to make claims, once prior approval has been sought, should complete a claims form (Appendix 1 or 2), alsoobtainable from the school offices. Receipts/e-receipts should be attached where possible and returned to the appropriate school office. Any claim must be submitted within 3 months of the expenditure being incurred.

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The Chair of Governors (or the Vice-Chair, where appropriate) may investigate claims that appear excessive or inconsistent. All claims will be subject to an independent audit. If a claim is found to be excessive, unreasonable or false, the Governor may be required to pay back such expenses.

Reimbursement will be made within a reasonable timeframe.

7. Monitoring arrangements

The Leadership and Management Committee will monitor the spend as part of their monitoring duties and report back to the Board.

The Governor Allowances Policy will be reviewed annually.

APPENDIX 1

Garlinge Primary School and Nursery

GOVERNOR ALLOWANCES

Claim Form

Name:	Name of School: **Garlinge Primary School and Nursery**
Address:	Claim Period:
Post Code:	Date:

I claim the total sum of £…… for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Name: ……..

Signature: …… Date ……

	Details of Claim	Cost £
Travel		
Postage		
Printing Ink		
Stationery		
Other *(please specify)*		
	TOTAL CLAIMED	

This form should be submitted to: The Business Manager
Garlinge Primary School and Nursery
Westfield Road
Margate CT9 5PA

Approved by: …… Date: ……..
(Chair of Governors)

APPENDIX 2

Parkside Community Foundation Primary School

GOVERNOR ALLOWANCES

Claim Form

Name:	Name of School: **Parkside Community Foundation Primary School**
Address:	Claim Period:
Post Code:	Date:

I claim the total sum of £…… for governor expenses as detailed below.

I have attached relevant receipts to support my claim.

Name: ……..

Signature: …… Date ……

	Details of Claim	Cost £
Travel		
Postage		
Printing Ink		
Stationery		
Other *(please specify)*		
	TOTAL CLAIMED	

This form should be submitted to: The Office Manager
Parkside Community Foundation Primary School
Tennyson Avenue
Sturry
Canterbury CT1 1EP

Approved by: …… Date: ……..
(Chair of Governors)