WEAVERS FEDERATION PRIMARY SCHOOLS

Stewart Headlam and Hague

Governor Allowances and Expenses Policy – 2025-2026

Document edition	Section	Details of Change
Colour Change	All sections	Change all the writing with color to black This should be a WEAVERS FED Policy

Reviewed by	Date
SHH RESOURCES - Paul Gardner	9th October 2025
Ratified by Chair of Governors	Date
Sophie Fanning-Tichborne	3rd December 2025

Scope & 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 expenditure necessarily incurred by individual governors or associate members when carrying out their duties.

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

Governors at Stewart Headlam Hague have an annual budget which is agreed by the Governing Body for the purpose of allowances or expenses which can be used as set out below. It includes expenses for token gifts of appreciation up to the value of £30.00.

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 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 Tower Hamlets 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.
- 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.