Cherry Grove Primary School

Governors' Allowances Policy

Reviewed and approved by the Full Governing Body (FGB)
September 2026

School governors are volunteers and so do not receive payment to carry out their governing duties, or to cover loss of earnings for attending meetings. However, Cherry Grove FGB believes that that all governors should be reimbursed for their out-of-pocket expenses as a way of making governance inclusive for all.

This policy has been developed in accordance with NGA advice and Regulation 30 of the Roles, Procedures and Allowances Regulations 2013
https://www.gov.uk/government/publications/school-governance-regulations-2013

Delegation

The FGB may delegate the setting up of such a scheme to any committee or individual as per Regulation 18(11) of the Roles, Procedures and Allowances Regulations 2013.)

All governors of Cherry Grove School will be entitled to claim the actual costs which they incur subject to the following provisions:

1. Governors will be able to claim allowances providing the allowances are incurred in carrying out their duties, as a governor or representative of Cherry Grove School. Activities for which expenses and allowances are payable might include, but are not limited to; attending meetings, attending meetings/events in a governing capacity, carrying out governance visits costs associated with governor development and training. All expenses must be agreed by the Chair or Vice Chair of Governors that they are justified before any reimbursable costs are incurred.

2. Governors will be able to claim for the following, on a case-by-case basis and with prior approval as in point 1:

- Childcare or baby-sitting allowances (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).
- Specialised support for governors with disabilities, like audio equipment or signers.
- Travel and subsistence costs relating to meetings and training courses, payable at the current rates specified by HMRC, unless these costs can be claimed from the LA or any other source. This should not exceed the specified rates for school personnel.
- Telephone charges, photocopying, stationery, postage etc;
- Any other justifiable allowances.

Governors wishing to make claims under these arrangements, once prior approval has been sought, should complete a claims form (obtainable from the School Business Manager). They should attach receipts, and return it to the school within two weeks of the date when the allowances were incurred. They will be submitted for approval by the Chair of Governors to be presented to the HT for payment authority approval. A summary of governor expenses will be presented annually to the FGB in the autumn term.

Claims may be investigated by the Chair of Governors if they appear excessive or inconsistent. This policy will be reviewed annually.

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