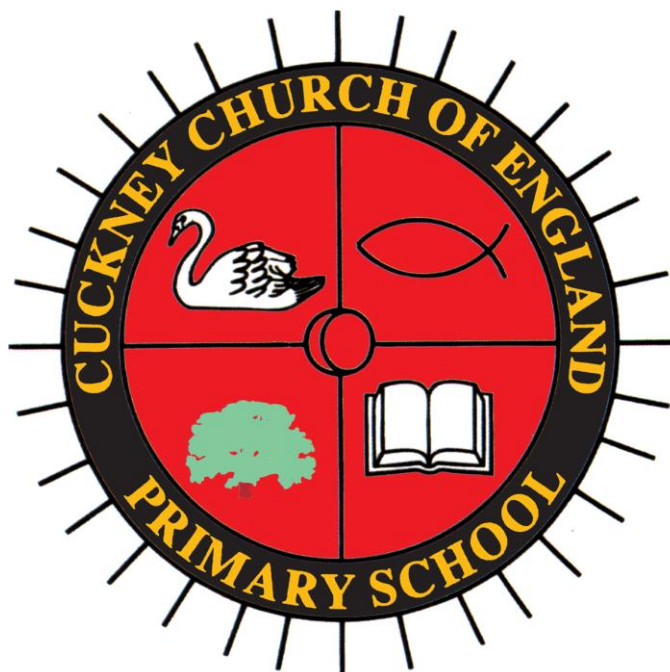


Cuckney C of E Primary School

Governor allowances and expenses policy



Dream, Believe, Achieve

'Nothing will be impossible with God' Luke 1:37

Name of Publication	Governor allowances and expenses
Date of Issue	September 2025
Author	Notts CC
Responsibility for review	Governing body
Copies of documents are kept	In the Head Teacher's policy folder
Review date	September 2026

Signed:

L.C. Crossland

L C Crossland
Head teacher

A handwritten signature in black ink on a grey rectangular background.

Margaret Lovell
Chair of Governors

“If the governing body has a delegated budget, they can pay allowances or expenses to governors and associate members appointed by the governing body (see School governance (roles, procedures and allowances) (England) Regulations 2013)” [Maintained schools governance guide - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/maintained-schools-governance-guide)

The governing board of Cuckney C of E Primary School agreed to pay governors expenses that are:

- in accordance with the policy created by the school and approved by the governing body
- for expenditure incurred to enable the person to perform governance duties but does not include loss of earnings for attending meetings
- paid at a rate set out in the scheme and limited to the amount shown on the provided receipt for travel expenses must not exceed the HMRC approved mileage rates.

Reimbursable costs should be agreed in principle by the Full governing body before they are incurred.

Governors need to complete a claim form (see appendix 1) and submit it to the Full Governors to approve, once approved and it will then be passed to the finance manager to process and pay. (If an individual, such as the Chair of Governors, is delegated this responsibility, then consideration needs to be given as to who will approve their expenses and these arrangements need to be stated in the policy)

Allowances will only be paid on the provision of a receipt and will be limited to the amount shown on the receipt.

- | |
|--|
| <ul style="list-style-type: none">• Members of the governing board may claim for:• Travel and subsistence costs (Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates)• Childcare costs• Care for elderly or dependent relatives• Extra costs incurred because they have a special need or English as a second language.• Telephone charges, photocopying, postage, stationery, etc.• Other justifiable allowances (This does not include an attendance allowance or payment to cover loss of earnings) |
|--|

Claims will be paid in arrears on a case-by-case basis.

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.

Policy agreed by the Full Governing Board

Date 13.10.2025

Appendix 1

Cuckney C of E Primary School Governor allowances and expenses claim form.

Governor Name:

Address:

Contact Number

EXPENSES	£	RECEIPT REQUIRED
Travel and subsistence costs (Travel expenses where a governor uses their own vehicle must not exceed the HM Revenue and Customs (HMRC) approved mileage rates the HMRC website .)		
Childcare/Care for elderly or dependent relatives		
Extra costs incurred due to a special need or English as a second language.		
Telephone charges, photocopying, postage, stationery, etc		
Other justifiable allowances (This does not include an attendance allowance or payment to cover loss of earnings)		
Total expenses claimed		

This form should be submitted within 28 days of the expenses being incurred.

I confirm that these expenses were approved in principle prior to being incurred and are accurate and true and as a result of carrying out my duties as a school governor for Cuckney C of E Primary School. I have attached relevant receipts to support my claim.

Signed: _____

Date: _____

This form should be submitted to Mrs Margaret Lovell with any relevant receipts.

Approved by

Signed: _____

Date: _____

Processed for payment by the school.

Signed: _____

Date: _____