Sandridge Primary School

Payment of Governors Expenses Policy

The policy was ratified by the Governing Body on 25th September 2025.

This policy will be reviewed in full by the Governing Body every three years.

It is due for review in September 2028.

Purpose

We believe that the Governing Body plays a key role in the success of the school. Individual governors should not be deterred from playing their full part because of incidental costs. This policy sets out the expenses that governors may claim and the process for doing so.

The Education (Governors Allowances) Regulations 1999 allow maintained schools to extend their schemes for paying governors' expenses from the school's delegated budget. At the full governing body meeting held on 25th September 2025 it was agreed that the following expenses could be claimed from September 2025:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of £67 per hour
- care arrangements for a dependent (as above) at a rate of £7 per hour
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (e.g. translations)
- telephone charges, photocopying, stationery, etc. – aggregated costs will need to be presented but use of school facilities is encouraged wherever possible
- car travel at 50p per mile
- other travel
- meals and hotel costs in the event that it is necessary to stay overnight. Amounts payable will need to be agreed in advance with the Chair of Governors and Headteacher

Claims should be submitted to the clerk to the governors who will check and authorise claims for *£50* or less using the claim form (Appendix A). Claims for more than *£50* will be checked by the clerk and authorised for payment by the Chair of Governors and the Headteacher.

Wherever practical all claims should be accompanied by receipts. Attendance allowances and loss of earnings will not be paid.

Arrangements for monitoring and evaluation

The governing body will monitor and evaluate the impact of the policy annually with reference to the attendance records of governors at meetings and to the total sum paid out.

Sandridge School Appendix A
Governors expenses claim form

Name of governor:	Date:
Nature of expense:	
Reason for expenditure:	
No. of miles (if relevant):	
Amount (£)	
Receipt attached? Yes No	

I certify that the expenditure has been necessarily incurred by me for the purpose of enabling me to perform my duties as a governor.

Signed: Name:
Date:

Authorised for payment by:

Chair of Governors:

Headteacher: