Swanmore C.E. (Aided) Primary School

Governors Allowances Policy

Vision Statement

Swanmore Church of England Primary School's Christian values of Honesty, Love and Respect strive to develop children in to caring, reflective and proactive individuals; aspiring for the greatest achievement in all they do, seeking to improve themselves and the world around them.

Status

Statutory

Purpose

The governing body plays a key role in the leadership and management of the school. The school values governors' contribution and the fact that they give their time voluntarily. Individual governors should not be deterred from playing their full part because of incidental costs.

Equality impact

This is referenced to the school's General Duty on equality, and should help to ensure that financial constraints do not prevent eligible individuals from becoming governors.

Role and responsibilities of governors

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 allow maintained schools to pay governors' expenses from the school's delegated budget. At the Finance & Buildings Committee meeting held on 6th May 2026 it was agreed that the following expenses could be claimed from 1st April 2026:

- childcare or babysitting (other than done by a resident and responsible person at the home address) at a rate of £15.00 per hour for a maximum of 2 hours.
- care arrangements for a dependent (as above) at a rate of £15.00 per hour for a maximum of 2 hours per meeting.
- support for governors with special educational needs (e.g. audio equipment)
- support for governors whose first language is not English (translations)
- car travel at 45p per mile
- other travel

Claims should be submitted to the School Business Manager, claims will be checked by the School Business Manager and authorised for payment by the Headteacher.

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. A maximum amount payable to the whole Governing Body will be capped at £500 per financial year (1st April 2026 – 31st March 2027).

Date of Policy Issue/Review:	April 2026
Reviewed and Approved by Finance & Buildings Committee:	6th May 2026
Approved by Full Governing Body:	19th May 2026
Review date:	April 2027

Appendix 1: Governor Expenses Claim Form

Swanmore CE Primary School - Governor expenses claim form

Name:

Address:

Claim period:

I claim the total sum of £_____ for governor expenses as detailed below. I have attached relevant receipts to support my claim.

Signed: _____ Date: _____

EXPENSE TYPE	£
Childcare	
Care arrangements for dependent relatives	
Support for a special need or English as a second language	
Travel or subsistence	
Telephone charges, photocopying, postage or stationery	
Other (please specify)	
Total expenses claimed	

This form should be submitted to the clerk to the governors through the school office or by email along with any relevant receipts.

The form should be submitted within 14 days of the expenses being incurred.

Appendix 2: Approved mileage rates

The table below shows HMRC's current approved mileage rates, which are published on the HMRC website:

TYPE OF VEHICLE	FIRST 10,000 MILES	ABOVE 10,000 MILES
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p